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महानगर टेलीफोन निगम लिमिटेड

(भारत सरकार का उद्यम)

MAHANAGAR TELEPHONE NIGAM LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

No.MTNL/CO/GM-HR/2007/613
10th May 2007

To
The Executive Director,
MTNL, Delhi / Mumbai.

Sub: Schedule of Appointing, Disciplinary, Appellate and Reviewing Authority under the MTNL CDA Rules, 1998.

The MTNL Board in its 218th Meeting held on 6.9.2006 after detailed deliberations had approved the Schedule of Appointing, Disciplinary, Appellate and Reviewing Authority under the MTNL CDA Rules, 1998, which was duly communicated to both the Units for implementation, copy enclosed for ready reference.

However, certain queries raised by the Units were received by the HR Department of CO in the light of which the issue was re-examined and placed before the MTNL Board in its 223rd Meeting held on 29th March 2007. The modifications approved by the Board in the said meeting are reproduced below for immediate implementation.

The modified schedule of Appointing, Disciplinary, Appellate and Reviewing Authority under the MTNL CDA Rules, 1998 shall come into effect from the date of issue of this notification.

SCHEDULE OF APPOINTING, DISCIPLINARY, APPELLATE AND REVIEWING AUTHORITIES UNDER MTNL CONDUCT, DISCIPLINE AND APPEAL RULES – 1998

(As approved in the 223rd MTNL Board Meeting held on 29.03.07)

Group	Appointing Authority	Disciplinary Authority		Appellate Authority	Reviewing Authority
		Minor penalty	Major Penalty		
NE 1 To NE 4	DGM	Officer in the rank of E-3 to E-5	DGM	Next higher Authority than the Authority imposing the penalty/GM	CGM/ED ¹
NE 5 to NE 11	GM	Officer in the rank of E-5 to E-7	GM	Next higher Authority than the Authority imposing the penalty/CGM	ED ¹
E 1 to E 4	Director-HR	GM	ED/Functional Director ⁴	Functional Director/CMD	CMD
E 5 to E 7	Director-HR	CGM/ED ²	Functional Director ³	CMD	CMD
E 8 to E 9	CMD	Functional Director ³	CMD	Board of Directors	Board of Directors
E 9 +	Board of Directors	CMD	Board of Directors	Board of Directors	Board of Directors

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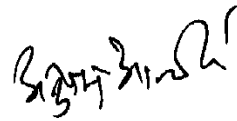
Bhuvan Bhatnagar

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Note:

- I¹—For employees working in Corporate Office, the Reviewing Authority will be Director-HR / Functional Director.
 - I²—For employees working in Corporate Office, the Authority to inflict Minor penalty shall rest with the respective GM and in the Finance, with DGM/GM/Director (Fin).
 - I³—Director (Finance) will be the Disciplinary Authority for employees from Finance stream and so will be Director (Technical) for employees from Technical stream. For all other departments, the Disciplinary Authority will be Director-HR.
 - I⁴—While EDs shall be vested with the power to award all major penalties except the penalties of Removal, Dismissal and Compulsory Retirement from the services of MTNL, which shall be awarded only by the Functional Directors.
- II Disciplinary Authority below Board Level shall exercise the said powers in consultation with HR.
- III In order to have a balanced and single seniority list for both the Units as well as Corporate Office, conducting of DPC of executives shall be handled at Corporate Office.



Anupam Anand
GM (HR)

Copy to:

Director (HR)/Director (Tech)/Director (Fin)
ED (O), Corporate Office
CGM, CETTM, Mumbai
CVO, MTNL
CS – to treat this as ATR
GM (Admn) Delhi/Mumbai
GM (F), Delhi / Mumbai / CO
GM (Vig.), Delhi/Mumbai
DGM (Vig.), Delhi/Mumbai/Corporate Office
DGM (HR), Corporate Office
PS to CMD

महानगर टेलीफोन निगम लिमिटेड
(भारत सरकार का उद्यम)
MAHANAGAR TELEPHONE NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)



No.: MTNL/CO/GM-HR/2006
Date: 26.09.2006

Sub: Modification/Amendments to MTNL CDA Rules, 1998.

MTNL Board in its 218th Meeting held on 06.09.2006 approved additions / amendments / modifications to the existing MTNL CDA Rules 1998. Following Rules are added / modified accordingly.

Rule No. 1(2), 5(44), 16(2), 16(3), 16(4), 20(1)(d)(iii), 20(2), 20(7), 21(2), 23, 24, 25(1), 25(8), 27(2), 27(3), 30(iii), 31 A, 36(6), 37, 38, 39 (ii), 39 (iii).

The Board also approved amendments to the Schedule of Appointing, Disciplinary, Appellate And Reviewing Authorities under MTNL Conduct, Discipline And Appeal Rules – 1998 making the Executive Directors of the Units as the Appointing Authority for employees from E-1 to E-4 grades.

Consequent to this the recruitment rules of JAOs, which was approved in the 204th Board Meeting held on 25.4.2005, shall also stand modified.

However, matters relating to recruitment of personnel shall continue to be handled at Corporate Office.

All the above-mentioned additions / modifications / amendments and the modified schedule as approved by the board are enclosed for wide circulation and implementation by all concerned.

This will come into effect from the date of issue of this communication.


(Anupam Anand)
GM-HR

Encl: 1. Additions/amendments/modifications in CDA Rules
2. Schedule

To.
Director (HR)/Director (Tech)/Director (Fin)
ED, Delhi/Mumbai/Corporate Office
CGM, CETTM, Mumbai
CVO, MTNL
CS – to treat this as ATR
GM (Admn) Delhi/Mumbai
GM (F), Delhi / Mumbai / CO
GM (Vig), Delhi/Mumbai
DGM (Vig.), Delhi/Mumbai/Corporate Office
DGM (HR), Corporate Office
PS to CMD

**SCHEDULE OF APPOINTING, DISCIPLINARY, APPELLATE AND REVIEWING AUTHORITIES
UNDER MTNL CONDUCT, DISCIPLINE AND APPEAL RULES – 1998
(As approved in the 218th MTNL Board Meeting held on 06.09.06)**

Group	Appointing Authority	Disciplinary Authority		Appellate Authority	Reviewing Authority
		Minor penalty	Major Penalty		
NE 1 To NE 4	DGM	Officer in the rank of E-3 to E-5	DGM	Next higher Authority than the Authority imposing the penalty/GM	CGM/ED ¹
NE 5 to NE 11	GM	Officer in the rank of E-5 to E-7	GM	Next higher Authority than the Authority imposing the penalty/CGM	ED ¹
E 1 to E 4	ED	GM	ED	Functional Director	Functional Director
E 5 to E 7	Director-HR	CGM/ED ²	Functional Director ³	CMD	CMD
E 8 to E 9	CMD	Functional Director ³	CMD	Board of Directors	Board of Directors
E 9 +	Board of Directors	CMD	Board of Directors	Board of Directors	Board of Directors

Note:

I ¹—For employees working in Corporate Office, the Reviewing Authority will be Director-HR / Functional Director

2—For employees working in Corporate Office the Authority to inflict Minor penalty rests with the respective GM and in the Finance, with DGM/GM/Director (Fin).

3—Director (Finance) will be the Disciplinary Authority for employees from Finance stream and so will be Director (Technical) for employees from Technical stream. For rest all departments, the Disciplinary Authority will be Director-HR.

II Disciplinary Authority below Board Level to exercise the said powers in consultation with HR.

III. In respect of Executives in the scale E 1 to E 4 working in Corporate Office, disciplinary proceedings as required, shall be initiated by the Delhi Unit on specific recommendations from respective GM / Functional Director in Corporate Office.

IV. Consequent to this the recruitment rules of JAOs, which was approved in the 204th Board Meeting held on 25.4.2005, shall also stand modified.

V. All work relating to recruitment shall continue to be handled at Corporate Office. Only offer of new appointments up to E 4 level shall be issued at the respective Units of Delhi and Mumbai.