

Instruction No DGM(BIT)WS- 089/2012-13
Dated:23.04.2012

MAHANAGAR TELEPHONE NIGAM LIMITED
O/O THE DGM (BIT) WS, TIZ HAZARI, DELHI

To
All GMs WS
MTNL,DELHI.

**Procedure for implementation of usage policy for Executives and Non Executives regarding
GSM Mobile Service Connections**

With reference to the instruction no Instruction no DGM (BIT) WS-78 /2011-12 dated 19th Mar 2012 officers are directed to adopt the following in order to get the usage policy implemented on their allotted Mobile Service connection and Mobile Service Data card.

1. A duly filled in CAF for post-paid mobile connection alongwith a copy of MTNL I-CARD and the annexure as mentioned in Instruction no DGM (BIT) WS-78 /2011-12 dated 19th Mar 2012 duly countersigned by controlling officer.
2. Area Manager's may collect the verified CAFs and deposit in CC unit at CSC, CGO Complex with DM (PH) Sh. Pitam Singh (9013131257).
3. DGMs in WS and Officers at Corporate Office may nominate an officer for a similar activity.
4. DM (PH) shall update the CRM records and Plan of the service connections as per instructions issued as above.
5. DM (PH) shall communicate the up-dation to CAO (TR) at Tis Hazari for Discount attachment and outstanding nullification.
6. CAO (TR) shall subsequently implement certification of excess usage.


Manager (IR)

Copy to:

1. P.S. to CMD,MTNL,Corporate Office.
2. Dir.(Fin.)/Dir.(Tech).MTNL,Corporate Office.
3. E.D.(WS), MTNL,ND.
4. PGM(D)/PGM(O),MTNL,ND.
5. Sr.V.P.(RA)Corporate Office.MTNL,ND.
6. G.M.(Sales-HQ/TY)West/N)/(OP)(FIN.)/(TRA)/(EL)/(CDMA)/(CPSL)/(LC)/(C&H)GSM/(Mkt)/(BB)/(SS)/(TP)/(IT),MTNL,ND FIR INFORMATION.
7. All GMs,DGMs&Area Managers-by e-mail Area DGM(F).MTNL,ND.
8. DGM(TRA),,(DGM(IT)-FINANCE/All AreaDGM(F),MTNL,ND.
9. D.E.(internet) for website updation/AGM(IT),MTNL,Delhi.
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