

No. 18-05/2021-SEA-I
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001

Dated: 06.09.2021

Sub: Delegation of Administrative Powers to Pr. CsCA to enable discharge their regional responsibilities- reg.

Approval of the Competent Authority is hereby conveyed for the delegation of following administrative powers to the Pr. CsCA for discharging their regional responsibilities given over and above their Head of Office responsibilities-

Sl. No.	Nature of Powers	Extent of Powers delegated to Pr. CCA w.r.t. CsCA/ Jt. CsCA (where heading the CCA Unit) in their region
1	Sanction of Leave	Power for sanction of – i. EL/HPL upto 15 days. ii. CL/RH/Station Leave. Note: -Sanction copy of leave shall be endorsed to CGCA.
2	Approval of tour programmes	i. Full powers for sanction/ approval of journeys of CsCA/ Jt. CsCA (where heading the CCA Unit) outside their circle but within designated region, under intimation to CGCA. ii. Tour programmes of CsCA/ Jt. CsCA (where heading the CCA Unit) outside the designated region will be approved by CGCA. iii. In the case of vacancy of Pr. CCA post, tour approval will be given by CGCA. iv. In self-cases, Pr. CsCA will be their own controlling officers, w.r.t. sanction/ approval of tour within their designated region under intimation to CGCA. However, approval of CGCA will be obtained for tour programmes outside the designated region.


06/09/2021

		<p><u>TA Advance and settlement of claims w.r.t. Tour Programme-</u></p> <ol style="list-style-type: none"> i. Full powers in case indicated in 2 (i) & 2 (ii) above. ii. In self cases, Pr. CsCA can draw TA advance for themselves and pass the TA Bills for- <ol style="list-style-type: none"> a. Tour within their designated region. b. Tour outside their designated region once the tour is approved by CGCA.
3	Internal Audit	<p>Full powers to conduct the Internal Audit of the office of CsCA under the region and monitor the IA work of CCA offices in the manner as outlined in the operating procedure to OM NoF.No.1-12/2020-2021-1A/2942 dated 13- 11-2020. Pr. CCA will also submit a copy of report to O/o CGCA.</p>
4	Coordination	<ol style="list-style-type: none"> i. Conduct the periodical review of CCA offices in the Region through visit SWR etc. and participate in the half yearly review meetings conducted by CGCA. Visit report of CCA offices by Pr. CCA to be invariably submitted to O/o CGCA. ii. Monitor the assessment works of decentralized licenses in CCA offices of the region for timely completion as per rule. <p>Note-</p> <p>I. CGCA office may design a format for collecting important data/statistics to monitor the work of CsCA. The existing SWR may be split in two parts one going to O/o CGCA with copy to Pr. CCA and another part for Pr. CCA who will consolidate the data in part two and submit a consolidated report of the region to CGCA.</p> <p>II. Coordination of Review Meeting of the region is to be conducted by O/o CGCA under intimation to DoT Hq. who may send representatives.</p>


06/09/2021

2. A Regional Monitoring Cell (RMC) shall be constituted under each Pr. CCA to enable discharging regional responsibilities of Pr. CCA. It may be constituted by rationalization of existing posts in Pr. CCA offices. It may have one Dy. CCA/ ACCA/ Sr. AO assisted by a AAO and a SA/JA/LDC. The RMC will work directly under Pr. CCA.

3. Pr. CsCA are head of their respective offices and for the purpose of discharging their additional regional responsibilities, the jurisdiction of Pr. CsCA shall be the same as mentioned in Para 2 of this office order no. 03-04/2010-SEA-I dated 28.12.2010 issued on the subject 'Mechanism for evolving/ replicating best practices in CCA Units' subject to following modifications-

(i) Due to bifurcation of O/o Pr. CCA Andhra Pradesh into CCA Andhra Pradesh (Vijaywada) and Pr. CCA Telangana (Hyderabad); CCA Andhra Pradesh will be under the jurisdiction of Pr. CCA Telangana.

(ii) Due to bifurcation of O/o Pr. CCA Maharashtra into Pr. CCA Mumbai and CCA Maharashtra & Goa; CCA Maharashtra & Goa will be under the jurisdiction of Pr. CCA Mumbai.

4. The exercise of the Administrative Powers will be subject to all the usual conditions as laid down in the manuals as well as instructions issued from time to time.

5. This order will come into force with immediate effect.

6. This issues with the approval of Competent Authority.

Swati Shahi
06/09/2017
(Swati Shahi)
Director (SEA)
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Copy to:

1. PSO to Secretary (T)
2. Sr. PPS to Member (F), DCC
3. PS to CGCA/Addl. CGCA.
4. Sr. PPS to Advisor(F), DoT
5. CVO, DoT Hqs. /Sr. DDG (PAF) DoP Hqs/ DG (NICF)/ Addl. Administrator, USOF/ All DDsG Accounts & Finance side, DoT Hqs.
6. All Pr. CsCA & CsCA, DoT.
7. US (SEA-II), DoT Hqs-for uploading the order on DoT website.
8. Guard File/Spare.