

To be placed on
Circular Section of Portal
TA ADG(TI)

GOVERNMENT OF INDIA
MINISTRY OF INFORMATION AND TECHNOLOGY
DEPARTMENT OF TELECOMMUNICATIONS
20, ASHOKA ROAD, SANCHAR BHAVAN,
NEW DELHI – 110 001

No. 7-1/TA-1/CAF/2012/Vol.1/57470612

Dated 12/02/2014

To,

All Heads of Pr. CCA/CCA Offices,
DG NICF/Sr. DDG TEC
Director TDSAT/Director Accounts-II, DOT HQ

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Sub: Submission of SWR: Revised instructions – reg.

The Competent authority has approved revision in the format of Part-II of State of Work Report (SWR) to be submitted to DOT HQ. Part-II of SWR may henceforth be sent to DoT HQ as per the revised format (enclosed).

2. Part I and Part III of SWR format will continue to be submitted as per their existing formats. The submission of SWR may be ensured as per the following details-

SWR	NATURE OF REPORT	TO BE SENT TO
Part I	Monthly	DDG (Accounts)
Part II A	Monthly	DDG(LF-II), with a copy to DDG (Accounts)
Part II B	Quarterly	DDG(LF-II), with a copy to DDG (Accounts)
Part II C	Quarterly	DDG (Accounts)
Part III	Monthly	DDG(LF-II), with a copy to DDG (Accounts)

3. Part-II A (comprising Sections I, II and III) of SWR may please be submitted to DoT HQ as per the enclosed format for the month of January 2014 and onwards. Part II B (comprising Sections I, II, III and IV) of SWR may be submitted for the quarter ending December 2013 and onwards. Part II C may be submitted for the quarter ending March 2014 onwards.

4. Heads of Circles may please ensure that the SWR report is received at DOT HQ latest by 12th day of the following month.

5. These instructions are issued in supersession of all previous instructions on the subject. Receipt may kindly be acknowledged.

Encls: Format of Part(s) II A, II B and II C of SWR



(Rajeev Kandpal)

Director (Accounts-1)

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Copy to –

1. PS to Member (F)
2. PS to Advisor (F)
3. Sr. DDG (WPF)/ DDG (s) Accounts & TPF/FEB/LF-I/LF-II/ Jt. Administrator (F), USOF

Part II C

I. USO SUBSIDY

1) Disbursement of USO Subsidy

Sl. No.	Claims received during the Quarter		Amount settled during the Quarter	Amount disallowed / withheld	Cumulative disbursement during the year	Cumulative amount withheld
	Name of Operator	Amount of Claim				
1						
2						
3						
Total						

2) Growth in Subsidized Rural Telephony

Sl. No.	Type	Name of Operator	Nos. added during the Quarter	Total at the end of the Quarter	% change over previous Quarter	% of Total
1	VPT					
2	RCP					
3	RDEL					
4	Towers					
5	Broadband					

3) Inspections

Name of USP	Date of Inspection Name	Place visited	Date of Inspection Report	Remarks
USO mobile Inspection				
VPTs inspection				
Broad Band				
WMS				

II. BUDGET & EXPENDITURE

Sl. No.	Head	Budget allotment for the year	Prop. Allotment for the Quarter	Exp. During the Quarter	Progressive Exp. In the Quarter
1	Working Exp. (3451)				
2	Pension Exp (2071)				
3.	WPC & WMO(3275)				

III. ESTABLISHMENT & ADMINISTRATION

1) Review of Establishment

Grade	Sanctioned Strength	Working strength	Vacancy	Remarks
HAG/SAG				
JAG				
STS				
JTS				
CAO				
ACAO/JCAO				
Gr. C				
Gr. D				
Total				

2) Right to Information cases

Opening Balance	No. of cases received	No. of cases disposed	Closing Balance	No. of Appeal cases

IV. Bank Guarantees

Sl No.	Name of the Company	Amount of bank Guarantee	Total	Valid from and Valid up to	Whether extended /revised BG submitted

V. SUGGESTION AND REMARKS

Any other items considered important enough by the CCA Office to be brought to the notice of the Directorate i.e. issues pending with DOT and any significant event during the quarter.

CERTIFICATE

Certified that the information furnished in the Report are correct to the best of my knowledge and belief.

PrCCA / CCA

SWR Part II B (To be submitted quarterly)

Section I

1. Status of Assessment and pendency position

Type of Licenses	Total Number of Licenses as per DoT HQ	Number of Licenses decentralised to Pr. CCA/ CCA Offices for assessment	Total No. of cases pending from previous financial years	Assessment due for the year	Total number of assessment pending upto the last quarter.....	No of Assessment carried out during the current quarter--	No of Assessment outstanding at the end of the current Qtr----	Remarks
ISP-IT								
NLD								
ILD								
CMRTS								
PMRTS								
Com-VSAT								
Spectrum								
CUG-VSAT								
IP-II								
ISP								
MNP Service								
Total								

Note- Annexure is enclosed for Licensee wise detail of pendency.

2. Issues relating to Assessment, which merit the attention of DoT HQ		
		Issues involved
A - DOT Level	1	
	2	
	3	
B - CCA Level	1	
	2	
C - Licensee level	1	
	2	

Part II B Section II

1.Verification of Deductions: UASL Operators

Name of Operator	Verification completed up to (F. Years)	Verification carried out during the Qtr				Deductions allowed		
		Year	Quarter/ year - wise Gross Revenue	Deductions claimed	% of deductions claimed against GR	Deductions allowed	% of deductions allowed against GR	Remarks
Aircel								
Bharti								
Reliance								
Sistema								
Tata								
Vodafone								
Idea								
MTNL								
Etisalat DB								
Total								

2.Issues relating to Verification, which merit the attention of DoT HQ

	Issues involved	Remarks
A -DOT Level		
B -CCA Level		
C -Licensee Level		

Part II B Section IV

Status of Audit paras

Type of Inspection	Year of Inspection/ Audit	Outstanding paras at the beginning of the Quarter	No. of Paras settled during the Quarter	Outstanding paras at the end of the Quarter	Remarks
P&T Audit					
Special Audit					
Internal Check					

State of Work Report (SWR) - Part II A (To be submitted monthly)

Section-I

1. Revenue Collection

Type of Services	Number of Licenses	For Month under Reporting	For corresponding Month of Previous Year	Remarks
<u>Spectrum Usage Charges</u>				
GSM & CDMA				
Comm. VSAT				
BWA				
<u>License Fee</u>				
Basic				
CMTS				
UASL				
Comm VSAT				
CUG VSAT				
NLD				
ILD				
ISP-IT				
ISP				
IP-II				
CMRTS				
PMRTS				
MNP				
Misc (Voice Mail-8, Wireless Networks-1)				
Total				

Section I (Contd)

Type of Services	Number of Licenses	For Month under Reporting	For corresponding Month of Previous Year	Remarks
Other Receipts				
BG Invocation				
CAF Penalty				
EMR Penalty				
BTS Testing Fee				
OSP Registration				
REPC				
RLO				
Total				

Part II A Section- III

1. Other Receipts

Sl. No.	Name of the Office raising demand	Type of Demand	Outstanding Amount of Previous Month	Amount of Demand notices received during the Month	Total dues	Amount Received during the month	Outstanding amount at the end of the month	Remarks
1	TERM Cell	CAF Penalty						
		EMR Penalty						
		EMR BTS Testing Fee						
		MNP A/T Fee						
		OSP Registration						
		REPC						
2	RLO	Exam Fee						
		License Charges						
3	WMO	Dealer Possession						
		Total	-	-	-	-	-	

2. Issues relating to Assessment, which merit the attention of DoT HQ

		Issues involved	Remarks
A	DOT Level	1	
		2	
		3	
B	CCA Level	1	
		2	
C	Licensee level		