

**GOVERNMENT OF INDIA**  
**MINISTRY OF INFORMATION AND TECHNOLOGY**  
**DEPARTMENT OF TELECOMMUNICATIONS**  
**20, ASHOKA ROAD, SANCHAR BHAWAN**  
**NEW DELHI-110001.**

5-3/TA-II/2011-12 / 2343

Dated 12.10.2011

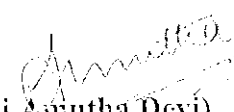
**Subject:- Inclusion of information in New Format of `State of Work report`.**

Kindly find enclosed the revised Format of `State of Work Report` including the revised quarterly report format. The quarterly CCA report items discontinued by SEA section vide their letter no.33-44/2011-SEAIII dated 02/08/2011 have been included in the revised SWR and quarterly report

All Heads of the CCA offices are requested that the Monthly State of Work Report (SWR) of their office may be submitted to this office in the revised format (Copy enclosed) with effect from the month of October 2011 onwards. Part-II Quarterly should be from the September 2011 quarter. Part I of the report is to be submitted on monthly basis whereas Part-II will be submitted quarterly. Both the report should contain separate covering letter.

It is also requested that all the columns of the format may be filled in with the required information, and if / where the information is `NIL`, the same should be clearly indicated in the related columns. In no case there should be any blank columns or incomplete information. This aspect may please be checked before signing the SWR by the concerned Head of the CCA offices.

The due date for submission of the SWR to HQrs will remain the same viz 12<sup>th</sup> of the month following the month of Report.

  
( D.Sai Amrutha Devi )  
Director (A/Cs-I)

To

1. All Heads of CCA offices.
2. Director (OL), DOT with a request to supply Hindi translation of this letter at the earliest possible.
3. Director (IT) with a request to put the above letter in the DOT website.
4. PS to Member (F)
5. PS to advisor (F)
6. Guard File.

577/DOT(I-I)/11  
21/10  
Recd. today.  
21/10/11

Pl. upload.  
M. Singh  
21.10.2011  
ADG (IT-II)

1  
6

**GOVERNMENT OF INDIA**  
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**20, ASHOKA ROAD, SANCHAR BHAWAN**  
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STATE OF WORK REPORT FOR THE MONTH OF -----

**PART – I (Monthly)**

**ACCOUNTS**

1) Pension Settlement - of BSNL/MTNL/DOT Units

*A (i) For Superannuation cases*

ITEM	Opening Balance with		Cases due for settlement up to end of the reporting month B (A(i)+A(ii))	Cases Received With reference to A(ii) C A(ii)	Cases not received D A(ii)-C	Cases for settlement with CCA E A(i) + C	Actual settlement vis-à-vis Col E F	Closing Balance	
	A(i) CCA	A(ii) Others						E - F- G(i)+D=G(ii)	
								G(i) CCA	G(ii) Others
Pension									
Commutation									
DCRG									
GPF Final Payment									
CGEGIS/CGEIS									

*A (ii) Details of Closing Balance Cases of Col G Above (Superannuation)*

ITEM	PERIODICITY				Total cases	Reasons for Pendency	Action taken by CCA
	Up to 2 months	2-3 months	3-6 months	Beyond 6 months			
Pension							
Commutation							
DCRG							
GPF Final Payment							
CGEGIS/CGEIS							
Cases not received : as per G(ii)							
Grand Total							

**B (i) For VRS/Expiry cases**

ITEM	Opening Balance with CCA		Cases Received in the Month	Total balance for settlement	Actual settlement	Closing Balance	
	A(i)	A(ii)				B	C
	CCA	Others	CCA	Others			
Pension							
Commutation							
DCRG							
GPF Final Payment							
CGEGIS/CGEIS							

**B (ii) Details of Closing Balance Cases (VRS/Expiry)**

ITEM	PERIODICITY				Total cases	Reasons for Pendency	Action taken by CCA
	Up to 2 months	2-3 months	3-6 months	Beyond 6 months			
Pension							
Commutation							
DCRG							
GPF Final Payment							
CGEGIS/CGEIS							
Cases not received : as per E(ii)							
Grand Total							

**C (i) For Provisional cases**

ITEM	Opening Balance with CCA		Cases Received in the Month	Total balance for settlement	Actual settlement	Closing Balance	
	A(i)	A(ii)				B	C
	CCA	Others	CCA	Others			
Pension							
Commutation							
DCRG							
GPF Final Payment							
CGEGIS/CGEIS							

**C (ii) Details of Closing Balance Cases (Provisional)**

ITEM	PERIODICITY				Total Cases	Reasons for Pendency	Action taken by CCA
	Upto 2 months	2-3 months	3-6 months	Beyond 6 months			
Pension							
Commutation							
DCRG							
GPF Final Payment							
CGEGIS/CGEIS							
Cases not received : as per E(ii)							
Grand Total							

D. No of Employees: .....

No of pensioners: .....

E. (i) Settlement of Pensioners' Grievances

O.B.	No. of Cases received during the month	Total (1+2)	No. of cases Settled during the month	Closing Balance	Reasons for pendency
A	B	C	D	E	F

E. (ii) Break up of Col. E of Table E (i)

ITEM	Below 1 month	1-2 months	3-12 months	More than 12 months	Total
	A	B	C	D	E
Pension					
Commutation of Pension					
DCRG					
GPF					
CGEGIS/CGEIS					
Leave Encashment					
Others					
Total					

F (i) Pre 2007 Pension cases (BSNL)

Opening balance	No. of cases Received during the month	Total (A+B)	No. of cases Settled during the month	No. of cases returned	Closing Balance C-(D+E)	Reasons
A	B	C	D	E	F	G

F (ii) Break up of closing balance (Periodicity)

Upto 2 months	2-3 months	3-6 months	Beyond 6 months	Total
A	B	C	D	E

2) Pension Voucher Audit

Vouchers From	Received up to		Audited up to		Objections issued up to		Cumulative Amount realized*
	Month	No.	Month	No.	Month	Cumulative Amount*	
Post Office							
Bank							

\* For Current Financial Year

3) Receipts from BSNL/MTNL/Others

	Amount of Credits Received during the month			Progressive amount			Schedules received up to (Months)		
	BSNL	MTNL	Others	BSNL	MTNL	Others	BSNL	MTNL	Others
Pension Contribution									
Leave Salary Contribution									
GPF									
Recovery of Loans & Advances									
CGEIS / CGEGIS									

4) (i) Opening Balances as on 1-10-2000 received from BSNL (Amount and date of receipt)

	Amount	Date of Receipt	No. of Circles/SSAs Completed	No. of Circles/SSAs Remaining
GPF				
Loans & Advances				

(ii) Broad Sheets related to BSNL employees

	Completed up to		Agreed with Schedules up to	
	For Group D	Other than Group D	For Group D	Other than Group D
GPF				
Pension Contribution				
Leave Salary Contribution				
Loans & Advances				

(iii) Broad Sheets related to MTNL employees

	Completed up to		Agreed with Schedules up to	
	For Group D	Other than Group D	For Group D	Other than Group D
GPF				
Pension Contribution				
Leave Salary Contribution				
Loans & Advances				

(iv) GPF and Loans & Advances for DOT employees

	Ledger Card Posted up to	Broad Sheet Posted up to	Reconciled Unto
GPF			
HBA			
MCA			
Others			

(v) Settlement of Re-imburement of GPF claims received from BSNL

Total amount of claims with receipt date	Amount settled with Cheque/s No. & date of issue	Amount Pending	Reason for pendency
1	2	3	4

5) (i) Bank Reconciliation

	Entries in Cheque Register made & Agreed with Circle Abstract up to	Pairing and Listing of un-linked items & Agreement completed up to	Reasons of pendency, if any.
Drawings from Bank			
Remittance to Bank			

(ii) Bank Reconciliation – Age Analysis

	More than Six months		Less than Six months		Reasons of pendency
	No. of Instruments	Total Amount	No. of Instruments	Total Amount	
Drawings from Bank					
Remittance to Bank					

(iii) Cumulative Recovery of Interest on delayed credit by Bank (Transactions since 1-10-2000)

Sl. No.	Name of the Bank	Amount pending for Recovery (Rupees)
1		
2		

6) Confirmation of Reserve Bank of India balances

Month up to which Statement Received	
Month up to which balances confirmed to RBI, CAS, Nagpur.	
If delayed, reasons thereof	
Any abnormality noticed	

7) Suspense items, if any

Progress in clearance of suspense items (information as detailed in Annexure I to be furnished)	
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8) Ledger and Journals

Whether the Ledger and Journals are being maintained properly; and balances carried forward whenever required after construction of Trial Balance monthly	
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9) Pension Adalats conducted

Date of Adalat	No. of cases received	No. of cases settled	Nos. pending	Remarks

10) Pending Audit Paras

Type	No. of Paras raised	No. of Paras pending	No. of Paras admitted	Remarks
C&AG Paras				
DAP Paras				

**II. SUGGESTION AND REMARKS**

Any other items considered important enough by the CCA Office to be brought to the notice of the Directorate.

CERTIFICATE

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

PrCCA / CCA

**PART – II**  
(Quarterly Statement)

**I. REVENUE**

**(A) Licence fee**

Type of License	No. of Licenses	Verification of deduction completed upto (Quarter of F.Y.)	Data entry in LF software upto (Quarter of F.Y.)			Assesemnt completed upto (F.Y.)	Remarks
			Collection	AGR statement	Bank Guarantee		
Basic							
UASL							
CMTS							
NLD/ILD							
VSAT							
ISP							
ISP-IT							
PMRTS							
CMRTS							
Cap. VSAT							
Commercial VSAT							
IP-II							
Others							

**(b) Spectrum Charges**

A) GSM	Amount of charges collected
Name of Service provider	
Total	
B) CDMA	Amount of charges collected
Name of service provider	
Total	

**(C) Revenue Analysis**

Item	Amount collected during the quarter	Amount collected during previous quarter	Progressive figure up to the quarter	Progressive figure up to the quarter for last year	% Change (+/-) over previous year
Revenue Share					
(i) Licence Fees					
(ii) Spectrum Fees					
Total					



**(d). Information regarding Bank Guarantee**

Sl No.	Name of Company	List of Bank Guarantee given with amount	Total Amount	Valid up to(dd/mm/yyyy)	Whether extended

**II. 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				

**III. 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)				

**IV. 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

**VI. SUGGESTION AND REMARKS**

Any other items considered important enough by the CCA Office to be brought to the notice of the Directorate including 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