

GM (ADMN.)

Sections

- **HR**
- **Establishment & Training**
- **Legal**
- **RTI**
- **Human Resources Development**
- **General.**
- **Official Language**
- **Sports**
- **Operation & Maintenance**

HR SECTION

- 1 HRMS DATA UPDATION IN ERP
- 2 RETIREMENT /VRS/RESIGNATION CASES.
- 3 SECURITY REFUND OF DR JTOS.
- 4 ISSUANCE OF PRESIDENTIAL ORDERS.
- 5 ERP UPDATION.
- 6 MAINTENANCE OF ROSTER.
- 7 RULE-8 TRANSFER CASES OF TTAS/JTOS OF PB. CIRCLE
- 8 DISPOSAL OF NCSC CASES OF PB. CIRCLE.
- 9 ABSCONDING CASES.
- 10 NOC CASES FOR PASSPORT/ GOING ABROAD/OTHER EMPLOYMENT OFF ALL CADRES OF CIRCLE
- 11 OFFICE AND JAG & ABOVE OF ALL SSAs/UNITS OF PB. CIRCLE.
- 12 MAINTENANCE OF APARS/ACRS OF EXECUTIVES OF PUNJAB CIRCLE.
- 13 TO ACKNOWLEDGE THE MOVABLE AND IMMOVALE PROPERTY CASES OF ALL CADRES OF CIRCLE OFFICE,
- 14 STS & ABOVE OF ALL SSAs/UNITS OF PB.. CIRCLE.
- 15 NON VIGILANCE DISCIPLINARY CASES
- 16 TRANSFER AND POSTING ORDERS.
- 17 VACANCY POSITION OF DIFFERENT CADRES.
- 18 ISSUANCE OF APPOINTMENT ORDERS OF TTAS/JTOS/PA/PS/JHT.
- 19 REPLY TO RTI/COURT CASES/PARLIAMENT QUESTIONS OF HR 15.
- 20 DISPOSAL OF PRMS/CPGRMS CASES
- 21 DPC FOR JTO CONFIRMATION AND FINANCIAL UP GRADATION FROM E1-E2 TO E5-E6 AND ISSUE
- 22 FINANCIAL UP GRADATION ORDER OF ALL SSAs/UNITS OF PUNJAB CIRCLE FROM E1-E2 TO E3-E4 SCALE.
- 23 DISPOSAL OF STAFF GRIEVANCES OF PB. CIRCLE.
- 24 MAINTENANCE OF CGL OF JTOS OF PB. CIRCLE.
- 25 ROTATION OF STAFF POSTED ON SENSITIVE POSTS.
- 26 PROCESSING OF INTER/INTRA CIRCLE TRANSFER REQUESTS OF ALL CADRES OF PB CIRCLE.

ESTABLISHMENT & TRAINING SECTION

1. REVISION OF ESTABLISHMENT OF (1) TELECOM OFFICE INCLUDING OFFICERS (2) TELEGRAPH ENGINEERS , TELEPHONES DIVISIONS /TRA UNITS (3) ADT (4) TELEGRAPH OFFICE (5) STORES DEPOT (6) AND OTHER WORK CONNECTED WITH THE ABOVE ESTABLISHMENT.
2. CYCLES –JUSTIFICATIONS OF – GP- A, B, C, D OFFICERS CONCERNING ENGINEERING AND FINANCE WING.
3. SANCTION OF ALL GAZETTES POSTS INCLUDING DISTRICTS.
4. PERMANENCY OF POSTS.
5. DIVERSION OF POSTS.
6. RETENTION OF POSTS OF TELECOM AND FINANCE WING IN PUNJAB CIRCLE.
7. PERIODICAL ISSUANCE OF CORRECTED UP TO DATE OF DISTRIBUTION FOR LIST OF SECTIONS OF CIRCLE OFFICE AND DUTIES OF OFFICERS IN THE CIRCLE OFFICE.
8. RULING ABOUT PAY SCALES AND ALLOWANCES.
9. RULING REGARDING GRANT OF HRA, COMPENSATORY / HILL LOCATION / DEARNESS AND ALL SPECIAL PAY ETC.
10. RULING ABOUT CONVENIENCE AND CYCLE ALLOWANCE ETC.(INCLUDING CASES OF HANDICAPPED EMPLOYEES.
11. STANDARDS OF WORK OF VARIOUS CLASSES OF ESTABLISHMENT.
12. DISPOSAL OF CASES REQUIRING RULING OF CLARIFICATIONS ON VARIOUS MATTERS CONCERNING ESTT. CASES.
13. MONTHLY REPORTS RELATING TO SANCTIONED STRENGTH IN ALL THE CADRES OF TELECOM/CIVIL/ELECTRICAL/ARCH. WING OF PUNJAB CIRCLE TO HR SECTION / MIS SECTION/ACCOUNTS SECTION OF PUNJAB CIRCLE.
14. HALF YEARLY STATEMENT OF GPMS (GROUP PERFORMANCE MANAGEMENT SYSTEM) FOR ONWARD SUBMISSION TO BSNL CO, NEW DELHI.
15. QUARTERLY STATEMENT OF FIELD PERFORMANCE MANAGEMENT SYSTEM(FPMS) FOR ONWARD SUBMISSION TO BSNL CO, NEW DELHI.

16. YEARLY STATEMENT OF IPMS (INDIVIDUAL PERFORMANCE MANAGEMENT SYSTEM) OF EXECUTIVES OF WHOLE PUNJAB CIRCLE INCLUDING TELECOM/CIVIL/ELECTRICAL/ARCH. WING.
17. KEEPING LIAISON WITH RTTC RAJPURA/ BRBRAITT JABALPUR/ ALTTC GHAZIABAD/NATFM FOR INDUCTION TRAINING IN THE CADRES OF SR.TOA/TTA/JTOS/JAOS AFTER COMPLETION OF PRE- APPOINTMENT FORMALITIES BY HRD (RECTT. CELL) OF PUNJAB CIRCLE.
18. MANAGEMENT OF IN-SERVICE COURSES FOR ENHANCING THE SKILLS OF EXECUTIVE / NON EXECUTIVES OF PUNJAB CIRCLE INCLUDING TELECOM/CIVIL/ELECTRICAL/ARCH. WING. OF PUNJAB CIRCLE.
19. APPROVAL IN CTMS PORTAL RELATING TO UP GRADATION EXAMS FOR EXECUTIVES IN ALL THE CADRES OF TELECOM/CIVIL/ELECTRICAL/ARCH. WING OF PUNJAB CIRCLE.
20. SUBMISSION OF MONTHLY STATEMENT TO AO(CLAIMS) FOR SPECIAL PAY TO SENIOR MOST 34 ADS WORKING IN CIRCLE OFFICE, PUNJAB.
21. KEEPING LIAISON WITH BOARD OF APPRENTICESHIP TRAINING NORTHERN REGION (BOAT) KANPUR FOR POSTING OF APPRENTICES IN PUNJAB CIRCLE.

LEGAL SECTION

1. PREPARATION OF MONTHLY AND QUARTERLY STATEMENTS OF PENDING COURT CASES OF PUNJAB TELECOM CIRCLE AND MONTHLY CONSUMER CASES STATEMENT.
2. EMPANELMENT OF ADVOCATES IN PUNJAB CIRCLE.
3. HANDLING OF COURT CASES OF SSAS/UNITS AND CIRCLE OFFICE PERTAINING TO SUPREME COURT, HIGH COURT, CAT, DISTRICT COURTS AND LABOUR COURTS.
4. DEALING WITH LEGAL OPINIONS/LEGAL NOTICES/SUMMONS OF SSAS/UNITS OF PUNJAB CIRCLE.
5. LIAISING WITH ADVOCATES FOR PREPARATION OF WRITTEN STATEMENTS, SUBMISSION OF IMPORTANT DOCUMENTS FOR DEFENDING COURT CASES.
6. VISITS TO VARIOUS COURTS FOR MONITORING OF DAY TO DAY PROCEEDINGS OF COURT CASES.

7. MONITORING OF COURT CASES BEING DEFENDED BY SSAS/UNITS IN PUNJAB CIRCLE.
8. LIAISING WITH BSNL CORPORATE OFFICE/SSAS/UNITS/ VARIOUS SECTIONS IN CIRCLE OFFICE FOR IMPLEMENTATION OF VARIOUS COURTS ORDERS
9. MAINTENANCE OF LEGAL DIARY OF COURT CASES.
10. SETTLEMENT OF FEE BILLS OF ADVOCATES FOR COURTS CASES DEFENDED BY CIRCLE OFFICE.
11. SUBMISSION OF REPLIES OF RTI CASES OF LEGAL SECTION IN CIRCLE OFFICE.
12. PRESERVATIONS OF RULINGS PERTAINING TO LEGAL SECTION.

RTI SECTION

1. PROCESSING RTI REQUESTS FILED EITHER THROUGH DAK OR THROUGH ONLINE PORTAL [HTTPS://RTIONLINE.GOV.IN/RTIMIS/LOGIN/](https://rtionline.gov.in/rtimis/login/) BEFORE GM(HR/ADMN)-CPIO OF CIRCLE OFFICE UNDER SECTION 6 THEREOF AND ENSURING ITS SETTLEMENT WITHIN PRESCRIBED STATUTORY PERIOD OF 30 DAYS EITHER BY WAY OF ITS SETTLEMENT UNDER SECTION 7 THEREOF OR BY TRANSFER TO OTHER CPIOS/PUBLIC AUTHORITIES UNDER RELEVANT SECTION THEREOF
2. PROCESSING RTI APPEALS FILED EITHER THROUGH DAK OR THROUGH ONLINE PORTAL [HTTPS://RTIONLINE.GOV.IN/RTIMIS/LOGIN/](https://rtionline.gov.in/rtimis/login/) BEFORE CGMT-CUM-APPELLATE AUTHORITY UNDER SECTION 19(I) OF RTI ACT AND ENSURING ITS SETTLEMENT WITHIN PRESCRIBED STATUTORY PERIOD OF 30 DAYS EITHER BY WAY OF ITS SETTLEMENT UNDER SECTION 19 THEREOF OR BY TRANSFER TO OTHER APPELLATE AUTHORITY
3. REPRESENTING CPIO AND APPELLATE AUTHORITY BEFORE CENTRAL INFORMATION COMMISSION NEW DELHI BY WAY OF WRITTEN REPLIES AND ORAL ARGUMENTS IN 2ND APPEAL CASES FILED AGAINST BSNL.
4. CONSOLIDATION OF QUARTERLY RTI STATEMENTS FROM FIELD UNITS AND ENSURING ITS SUBMISSION TO BSNL CO, NEW DELHI FOR ONWARD SUBMISSION TO HONBLE CENTRAL INFORMATION COMMISSION.
5. MONITORING OF ONLINE ACCOUNTS OF GM (HR/ADMN)-CPIO AND CGMT-CUM-APPELLATE AUTHORITIES WITH FURTHER FOLLOW UP ON DAILY BASIS.

6. MONITORING OF ONLINE ACCOUNTS OF NODAL OFFICER OF PUNJAB CIRCLE AND DIRECTING THE RTI APPLICATIONS TO CONCERNED CPIO/APPELLATE AUTHORITIES AFTER EXAMINATION.
7. UPDATION OF PARTICULARS OF CPIOs /APPELLATE AUTHORITIES ON ONLINE PORTAL [HTTPS://RTIONLINE.GOV.IN/RTIMIS/LOGIN/](https://rtionline.gov.in/rtimis/login/).
8. UPDATION OF PARTICULARS OF CPIOs/APPELLATE AUTHORITIES OF PUNJAB TELECOM CIRCLE IN THE RTI LINK OF [WWW.PUNJAB.BSNL.CO.IN](http://www.punjab.bsnl.co.in) .
9. PROCESSING OF CASES FOR APPROVAL OF NOMINATION OF CPIOs IN PUNJAB TELECOM CIRCLE.
10. HANDLING COMPLAINT CASES PREFERRED UNDER SECTION 18 BEFORE THE HONBLE CENTRAL INFORMATION COMMISSION, NEW DELHI.

HRD Section

- 1) CONDUCT OF ALL DEPARTMENTAL EXAMINATIONS (LICE'S) FOR PROMOTION TO VARIOUS CADRES AND SCRUTINY OF APPLICATIONS AND FINALIZATION OF ELIGIBILITY DATA AND DECLARATION OF RESULTS THEREOF.
- 2) DIRECT RECRUITMENTS FROM OPEN MARKET FOR THE VARIOUS POSTS VIZ JTO'S/JAOS & TTAS, INCLUDING SPECIAL RECRUITMENT DRIVE (SRD) EXAMINATIONS FOR PWD, SC, OBC AND ST CATEGORY.
- 3) COMPLETION OF PRE-APPOINTMENT FORMALITIES IN CASE OF DIRECT RECRUITED CANDIDATES I.E. CHECKING OF ELIGIBILITY CRITERIA, VERIFICATION OF EDUCATIONAL DOCUMENTS, VERIFICATION OF ANTECEDENTS OF THE CANDIDATES FROM POLICE DEPTT., CORRESPONDENCE WITH MEDICAL BOARDS FOR MEDICAL EXAMINATIONS AND COMPLETION OF BOND AGREEMENT ETC. OF SUCCESSFUL CANDIDATES .
- 4) CORRESPONDENCE WITH ESTT. & TRG. SECTION FOR DEPUTING THE CANDIDATES FOR TRAINING AND THEN TRANSFER OF DOSSIERS TO HR SECTION.
- 5) RECRUITMENT OF OUTSTANDING SPORTS PERSONS.
- 6) PROCESS OF SANCTIONING THE POSTS UNDER 5% QUOTA FOR CGA CASES APPROVED IN CADRE OF C&D.

- 7) PROCESS OF COMPASSIONATE GROUND APPOINTMENT CASES I.E. CHECKING THE DOCUMENTS OF THE CANDIDATES, ORGANIZING CIRCLE HIGH POWER COMMITTEE (CHPC) AND PREPARING THE MINUTES OF COMMITTEE.
- 8) PREPARATION OF PARA WISE COMMENTS OF LEGAL CASES.
- 9) REPLY OF RTI CASES RELATED TO HRD SECTION.
- 10) MAINTAINING OF RECRUITMENT RULES (RRS) OF ALL THE CADRES AND CORRESPONDENCE WITH CORPORATE OFFICE.
- 11) REPLY OF PGRMS AND VIP CASES RELATED TO HRD SECTION.
- 12) PREPARATION AND PROCESSING OF HONORARIUM TO THE OFFICERS DEALING WITH EXAMINATIONS AND REVALUATIONS.
- 13) COORDINATION WITH HR SECTION & LEGAL SECTION FOR TIMELY COMPLETION OF WORKS.

GENERAL AND MEDICAL SECTION

- 1 PREPARING OF IDENTITY CARD & FAMILY HEALTH CARD OF WORKING EMPLOYEE.
- 2 PREPARING OF IDENTITY CARD & FAMILY HEALTH CARD OF RETIRED EMPLOYEE.
- 3 INDOOR MEDICAL CLAIMS OF WORKING/RETIRED EMPLOYEES OF ALL THE SSA'S OF- PUNJAB CIRCLE AND CIRCLE OFFICE CHANDIGARH BEYOND THE POWER OF GMTD.
- 4 PERMISSION FOR TREATMENT OF WORKING/RETIRED EMPLOYEES OF ALL THE SSA'S OF PUNJAB CIRCLE AND CIRCLE OFFICE CHANDIGARH.
- 5 WAIVE OFF THE OUTDOOR LIMIT CASES OF WORKING/RETIRED EMPLOYEES OF ALL THE SSA'S OF PUNJAB CIRCLE AND CIRCLE OFFICE CHANDIGARH.
- 6 ARRANGEMENT OF NATIONAL FUNCTIONS AND RETIREMENT FUNCTION IN CIRCLE OFFICE CHANDIGARH.
- 7 CHANGE OF CIRCLE / SSA FOR BSNL MRS POLICY.

WELFARE SECTION

- 1 EMPANELMENT OF HOSPITALS.
- 2 BOOK AWARDS, SCHOLARSHIP & SLOGAN AWARD
- 3 VSSP & BSSP AWARDS.
- 4 WELFARE BUDGET

- 5 ALLOCATING OF FUNDS
- 6 TRC RELATED WORK
- 7 FORMATION OF WELFARE BOARD.
- 8 GENERAL CORRESPONDENCE.

SPORTS SECTION

- 1 FORMATION OF CIRCLE SPORTS AND CULTURAL BOARD.
- 2 PREPARATION OF SPORTS BUDGET.
- 3 SELECTION TRAILS FOR PARTICIPATION OF TEAM FOR PARTICIPATION IN AIBSNL TOURNAMENT / MEETS.
- 4 ORIGINATION OF SPORTS CAMPS FOR SELECTED TEAMS.
- 5 SENDING THE TEAMS FOR PARTICIPATION IN ALL INDIA TOURNAMENTS.
- 6 CONDUCTING OF AIBSNL TOURNAMENT IN PUNJAB CIRCLE.
- 7 PREPARING OF ACCOUNT OF ALL PARTICIPATING TEAM.
- 8 ARRANGEMENT O ALL INDIA BSNL VISITING TEAM IN PUNJAB.

OFFICIAL LANGUAGE SECTION

1. ORGANIZING QUARTERLY MEETING OF OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE IN CIRCLE OFFICE & RELEASE OF MINUTES THEREOF.
2. INSPECTION OF SUBORDINATE SSA/UNITS REGARDING IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY AND EXPLAIN IN DETAIL REGARDING OL POLICY INFORMATION TO HIGHER OFFICERS.
3. PURCHASE OF HINDI BOOKS FOR HINDI LIBRARY & CIRCULATION OF BOOKS AMONG THE STAFF.
4. PUBLICATION OF HOUSE JOURNAL OF PUNJAB CIRCLE OFFICE , CHANDIGARH I.E. PANJTRANG.
5. TRANSLATION AND TYPING OF DIFFERENT TYPE MATERIAL OF MARKETING/OTHER SECTIONS.
6. TRANSLATION OF CGMT MESSAGES FOR HINDI NEWS PAPER/OTHER IMPORTANT OCCASIONS.
7. TRANSLATION AND TYPING WORK OF IMPORTANT NATURE/GENERAL ORDERS OF ALL SECTIONS IN CIRCLE OFFICE.

8. MONITORING OF OFFICIAL LANGUAGE POLICY IN ALL SSA/ UNITS/OF PUNJAB TELECOM CIRCLE.
9. ORGANIZING OF HINDI WORKSHOP IN CIRCLE OFFICE/ SUBORDINATE SSA/ UNITS.
10. ORGANIZING OF HINDI FORTNIGHT IN CIRCLE OFFICE IN SEPTEMBER & MONITORING OF ALL SSA/UNITS.
11. TRAINING OF STAFF REGARDING PROBODH, PRAVEEN AND PRAGYA AND HINDI TYPING /STENOGRAPHY.
12. REPRESENTATION IN MEETING OF TOWN LANGUAGE IMPLEMENTATION COMMITTEE, CHANDIGARH.
13. PROVIDING HINDI REFERENCE BOOK/HELP MATERIAL IN CIRCLE OFFICE.
14. CORRESPONDENCE & COORDINATE WITH PARLIAMENT COMMITTEE ON OFFICIAL LANGUAGE WHEN THE COMMITTEE VISITED ANY SSA OR CIRCLE OFFICE.
15. TIMELY SUBMISSION OF DIFFERENT TYPE OF HINDI REPORTS TO BSNL HQ.
16. POSITIVE AND EFFECTIVE MEASURE/ CHECK POINTS TO ACHIEVE THE TARGETS LAID BY DEPTT. OF OFFICIAL LANGUAGE IN ANNUAL PROGRAMME.
17. IMPLEMENTATION OF ALL INCENTIVE SCHEMES FOR HINDI WORK AND TO GIVE PRIZES.
18. EVALUATION OF QUARTERLY PROGRESS REPORT RECEIVED FROM SSA/UNITS & COMPLIANCE.

MVT Section

1. TO TAKE ADVANCE REGARDING REPAIR /MAINTENANCE OF DEPTT. VEHICLES.
2. SCRAPPING OF DEPTT. VEHICLES.
3. MAINTENANCE OF ASSETS RECORD OF DEPTT. VEHICLES.
4. LIAISON WITH THE CIVIL WING TO PROVIDE VEHICLES ON REQUIREMENT BASIS TO HIGHER OFFICERS FROM HQ/CIRCLE OFFICE, CHANDIGARH.
5. JUSTIFICATION OF VEHICLES IN CIRCLE OFFICE, CHANDIGARH & SSA/UNITS.
6. ADVANCE PAYMENT TO BPCL FOR FUEL IN R/O DEPTT. VEHICLES.
7. ADJUSTMENT OF FUEL BILLS OF DEPTT. VEHICLES.
8. ALL TYPE OF CORRESPONDENCE REGARDING MVT SECTION WITH CORPORATE OFFICE/SSA & UNITS IN PUNJAB CIRCLE

O&M Section

1 STOCK CLERK: FLOATING OF STATIONERY TENDER, PURCHASE OF STATIONERY AND COMPLETE WORK UP TO THE RELEASE OF PAYMENT/ISSUE THE ITEMS DAY TO DAY BASIS AS REQUIRED BY THE STAFF, PURCHASE OF FURNITURE/REPAIR OF FURNITURE, PURCHASE OF OFFICE EQUIPMENT/AMC AND REPAIR, PURCHASE OF PERSONAL CLAIM ITEMS FOR THE STAFF LIKE TOWELS/NEW YEAR DIARY/DRINKING WATER TUMBLERS, MAKING THE ARRANGEMENTS OF MPS MEETING/SSA HEAD MEETINGS/CFA NORTHERN REVIEW MEETING/UNION MEETINGS/HINDI PAKHWARA MEETING/ VIGILANCE AWARENESS WEEK ARRANGEMENTS/ MAKING OF VISITING CARDS OF SR. OFFICER/MAKING OF RUBBER STAMPS/PRINTING OF APARS AND ALL OTHER GENERAL WORKS ASSIGNED TO STOCK CLERK BY THE COMPETENT AUTHORITY.

2. CR SECTION: RECEIPT & DISPATCH OF DG DAK/SSA HEADS DAK BY REGD. POST/ORDINARY DAK. RECEIPT & DISPATCH OF DAK FROM ALL SECTIONS OF THE CIRCLE OFFICE, DISTRIBUTION OF ALL LETTER RECEIVED FROM BSNL, HQ/SSAS/PUBLIC GREVINACIES. MAKING OF ALL REGISTER IN DIFFERENT MANNER OF RECEIPT AND DISPOSAL OF DAK.

3. MISC WORK: THE MISC WORKS LIKE HOUSEKEEPING/HYGIENIC WORK, GENERAL CORRESPONDENCE OF ALL SSA HEADS FOR ALLOTMENT OF THE BUDGET/EPF DEPARTMENT/ESI DEPARTMENT/LABOUR DEPARTMENT, SECURITY GUARDS RELATED WORK, MAKING OF SUPERANNUATION PARTIES/REPUBLIC DAY/INDEPENDENCE DAY/BSNL DAY/SANCHAR SHRI AWARDS AND OTHER WORKS AS DESIRED BY SR. OFFICERS ALL THE ABOVE SAID WORKS DONE UNDER THE SUPERVISION OF AD(O&M)

GM (CFA-I.)

- **NETWORK OPERATION**
- **NETWORK PLANNING**
- **MIS**
- **ERP**
- **REGULATION**
- **MATERIAL MANGEMENT**
- **BROAD BAND OPERATION& PLANNING**
- **ACCEPTANCE & TESTING**

NETWORK OPERATION SECTION

1. COORDINATING WITH SSAS AND SCPS FOR LANDLINE IN ACTIVITIES MONITORING OF REVENUE FROM WIRE LINE VAS SERVICES.
2. MONITORING OF REVENUE FROM UNSERVICEABLE/ OBSOLETE TELECOM MATERIAL.
3. CONDUCTING HPCC AFTER COLLECTING THE REQUIREMENT OF TELECOM FACTORY ITEMS, BATTERIES AND POWER PLANTS FROM THE SSA AND PROJECTING TO MM SECTION IN ADVANCE FOR PROCUREMENT FOR EFFECTIVE MAINTENANCE OF EXCHANGES IN CFA NETWORK.
4. MONITORING OF VARIOUS REPORTS ON OPERATIONAL PARAMETERS IE DAILY FAULTS REPORTS, EXCHANGE FAILURE, CABLE CUT AND TAX MONITORING REPORT AS DESIRED BY CGMT ON DAILY BASIS.
5. COLLECTING, COMPILING AND MONITORING DATA OF VARIOUS REPORTS ON OPERATIONAL PARAMETERS DESIRED BY HQ ON WEEKLY (UP GRADATION OF OUTDOOR PLANT AND DP REHABILITATION REPORT, MAPPING OF COPPER PAIRS IN CDR), MONTHLY REPORTS (VPT REPORT, BB CONNECTION AND KIOSK REPORTS, CABLE CUT & THEFT REPORT, SALE OF OBSOLETE/UNSERVICEABLE STORE, AND QUARTERLY EXCHANGE EARTH MONITORING REPORTS, DSPT REPORT, SECURITY OF VITAL INSTALLATION. CDOT PERFORMANCE REPORT) AS WELL AS OTHER REPORTS AS AND WHEN DESIRED BY HQ.
6. PROCESSING OF AMC OF NT SWITCHES, IP TAX AND CDOT ALONG WITH TIMELY PROCESSING OF AMC BILLS OF THE VENDORS. PROCESSING OF PAYMENT OF LL PRBT SERVICES INVOICES. PROCESSING OF ERP ISSUES RELATED TO PM MODULE IE CREATION OF EQUIPMENT, DELETION OF EQUIPMENT, ROLES FOR PM ACTIVITIES ETC.
7. OPENING OF SHORT CODES, MSC CODES AND SP CODES IN SSAS AS PER HQ INSTRUCTIONS.
8. SUBMISSION OF USO CLAIMS OF VPTS/BB.
9. REPLY TO AUDIT PARAS/PARLIAMENT QUESTIONS.
10. SUBMISSION OF TRAI AUDIT ATN REPORT OF QOS PARAMETERS AFTER COLLECTING FROM ALL SECTION AND COMPILATION. SUBMISSION OF FIXED ASSET REPORT.
11. MONITORING OF EXCHANGE INSPECTION REPORTS DONE BY NCNGN AND BY CIRCLE TEAM UNDER DE(AT) JL. MONITORING OF PTCC CASES, CASES OF FIRE INCIDENTS.
12. RUNNING OF MONSOON CONTROL ROOM.

NETWORK PLANNING SECTION

1. ALL TYPE OF WORKS RELATING TO NGN (NEXT GENERATION NETWORK)
2. PROCUREMENT PLANNING OF ALL TYPE OF PIJF CABLE AND CLIP INSTRUMENTS.
3. BUSINESS PLANNING TO INCREASE THE LANDLINE NETWORK IN TNF AREAS.
4. REDEPLOYMENT OF EXCHANGE EQUIPMENT.
5. ERP RELATED WORKS.
6. ALLOTMENT OF ALL TYPE DECENTRALIZED ITEMS TO SSA'S.
7. DIVERSION OF STORE ITEMS FROM ONE SSA TO ANOTHER IN CASE OF SHORTAGE.
8. PREPARATION OF FIXED ASSETS REGISTER.
9. COMPILATION OF PHYSICAL VERIFICATION REPORTS IN RESPECT OF CWIP.

MIS SECTION

1. SUBMISSION OF MONTHLY ONLINE MOC & MIS REPORTS IN COORDINATION WITH SSA'S.
2. EXTRACTING OF MIS DATA FROM CDR.
3. PREPARATION OF MONTHLY CRITICAL PARAMETER OF PUNJAB/PUNJAB AT A GLANCE.
4. PREPARATION OF DATA FOR MOC/DIRCFA/HOCC/MANAGEMENT MEETING.
5. IPMS OF MIS SECTION.
6. QUARTERLY STATEMENT OF MIS W.R.T. CFA SECTION.
7. COMPILING GPMS OF CFA I SECTION.
8. PREPARATION OF MINUTES OF THE MANAGEMENT MEETING I.R.O CFA SECTION.

REGULATION SECTION

1. RELEASE AND IMPLEMENTATION OF CORPORATE OFFICE REGULATION ORDERS/ INSTRUCTIONS TO FIELD UNITS INCLUDING INTERCONNECT AGREEMENTS, IUC REGULATIONS, OPENING OF MSC/SP/SHORT CODES/IN CODES/ LEVEL 1 SERVICES/EMERGENCY SERVICES.
2. COMPLIANCE OF AUDIT PARAS /PARLIAMENT QUESTIONS/STAFF MATTERS/PETITIONS TO BSNL CORPORATE OFFICE RELATING TO REGULATION SECTION.
3. COMMISSIONING / DECOMMISSIONING OF OLO POIS / EIS AS WELL AS CASES OF MEDIA MIGRATION, SWITCH SHIFTING OF BOTH BSNL & OPERATOR.
4. COMPILATION OF POI RELATED DATA FOR ANNUAL PORTS AND INFRASTRUCTURE BILLING IN RESPECT OF ALL PRIVATE TELECOM OPERATORS & MAINTAINING THE SAME IN SAP FOR ITS BILLING BY ACCOUNTS SECTION.

5. MONITORING THE TRANSFER OF IOBAS CDR FILES (INCLUDING MISSING FILES IF ANY) FROM ALL POI LOCATIONS TO DATA CENTER PANCHKULA.
6. MONITORING OF ALL TECHNICAL DATA UPLOADED FROM POI LOCATIONS ON IOBAS PORTAL SUCH AS TGP CONFIGURATION/DELETION, POI DETAILS, ETC.
7. TECHNICAL RECONCILIATION OF DISPUTES RAISED BY PRIVATE OPERATORS W.R.T. ALL ABOVE CASES.
8. COMPILING AND SENDING MONTHLY AND QUARTERLY REPORTS (MPR ETC.) TO BSNL HQ.

ERP SECTION

1. RELEASE AND IMPLEMENTATION OF CORPORATE OFFICE ORDERS RELATED TO ERP.
2. RESOLUTION OF ISSUES RAISED FROM DIFFERENT SSAS / CIRCLE SPOCS IN COORDINATION WITH ERP CORE TEAM AT ITPC & GHAZIABAD.
3. EXTRACTION OF REPORTS FROM ERP SYSTEM FOR FURTHER ANALYSIS & ITS IMPLEMENTATION IN ALL THE UNITS.
4. ARRANGEMENT OF MEETINGS FOR ERP PROJECT RELATED ACTIVITIES TIME TO TIME.
5. ALL THE WORK RELATED TO BASIS MODULE INCLUDING RESETTING OF ESS / SAP PASSWORDS OF END USERS OF WHOLE OF PUNJAB CIRCLE.

MM SECTION

1. ALL WORK LIKE FLOATING OF TENDERS ITS EVALUATION, ISSUING OF APO'S, PO'S ETC. RELATED TO PROCUREMENT OF DECENTRALIZED ITEMS.
2. PROCUREMENT OF STORES FROM TELECOM FACTORIES AS PER ALLOTMENT DONE BY BSNL HQ AS WELL AS ISSUE OF SAME TO FIELD UNITS THROUGH ERP.
3. PROCESSING OF INVOICES FOR PAYMENTS TO VENDORS AGAINST PROCUREMENT DONE.
4. MONITORING OF E-TENDERING WORK FOR WHOLE OF PUNJAB CIRCLE.
5. ALL WORK RELATED TO MM MODULE IN ERP (SPOC /L1/ L2 LEVEL WORK) IN COORDINATION WITH ITPC.
6. MONITORING OF ALL OTHER WORKS RELATED TO PROCUREMENT ETC.

BROAD BAND PLANNING & OPERATION

1. ALL TYPES OF WORKS RELATED TO BROADBAND PLANNING.
2. PLANNING TO INCREASE BROADBAND CONNECTIONS IN NEW DEVELOPING/TNF AREAS.
3. REDEPLOYMENT OF BROADBAND EQUIPMENT.

4. ERP RELATED WORKS
5. ALLOTMENT OF BROADBAND EQUIPMENT/CPES TO SSAS.
6. DIVERSION OF STORE ITEMS FROM ONE SSA TO ANOTHER AS PER REQUIREMENT.
7. PROCESSING OF BILLS FOR PAYMENT IN R/O BROADBAND EQUIPMENT.

Broadband Planning : FTTH

1. ALL TYPES OF WORKS RELATED TO FTTH PLANNING.
2. PLANNING TO INCREASE FTTH CONNECTIONS IN NEW DEVELOPING BUILDING/ SOCIETIES/ COMPLEXES/COMMERCIAL AREAS.
3. REDEPLOYMENT OF FTTH EQUIPMENT.
4. ERP RELATED WORKS.
5. AUTHORIZATION TO SSAS FOR PROCUREMENT OF 2F-4F OF DROP CABLE FOR LAST MILE CONNECTIVITY TO FTTH CUSTOMERS.
6. DIVERSION OF STORE ITEMS FROM ONE SSA TO ANOTHER AS PER REQUIREMENT.

A/T Office, Jalandhar

- 1 A/T OF BATTERY BANKS
- 2 A/T OF POWER PLANTS
- 3 A/T OF AFDS INSTALLED IN TELEPHONE EXCHANGES
- 4 A/T OF DSLAM EQUIPMENT
- 5 A/T OF BROADBAND EQUIPMENT LIKE BNG AND PTN
- 6 A/T OF TRANSMISSION SYSTEMS
- 7 A/T OF DEPTH AND FIBRE
- 8 A/T OF POI AUGMENTATION
- 9 A/T OF EARTH EQUIPMENT
- 10 A/T OF ENGINE ALTERNATORS
- 11 A/T OF NGN EQUIPMENT
- 12 A/T OF TOWERS (GSM)
- 13 INSPECTION OF TELEPHONE EXCHANGES IN PUNJAB
- 14 RELEASE OF NOFN DEPTH AND FIBRE CERTIFICATES
- 15 SCRAPPING OF EXCHANGE EQUIPMENT
- 16 A/T OF VARIOUS EQUIPMENTS OFFERED TIME TO TIME

GM (CONSUMER FIXED ACCESS-II)

- CDR
- PUBLIC GRIEVANCE CELL
- PRODUCT MANAGEMENT-CFA

CDR SECTION

CDR SECTION IS NODAL FOR ITPC DATA CENTRE PANCHKULA IN RESPECT OF PUNJAB TELECOM CIRCLE FOR IMPLEMENTATION OF VARIOUS ACTIVITY/ MIGRATION/ EB PLANS/ANY OTHER CIRCLE SPECIFIC PLAN AND OTHER CASES FROM TIME TO TIME.

1. RESOLUTION AND ROUTING OF (SAP-CRM WORK) CIRCLE LEVEL DOCKETS.

- D) RESOLUTION AND HANDLING OF **CIRCLE BUCKET** DOCKETS ON DAILY BASIS.
- II) ESCALATION OF CRITICAL NATURE DOCKETS TO ITPC FOR FURTHER RESOLUTION.
- III) UPDATION OF IBASE VIA NIB52 FOR THE WHOLE PUNJAB CIRCLE.
- IV) USER CREATION/APPROVAL THROUGH IMAM FOR THE WHOLE PB CIRCLE.
- V) WORKLIST TRANSFER THROUGH BACKEND BULK TRANSFER CASES.
- VI) MAPPING OF STL-STM CRM USER OF UDAAN IN CRM BACKEND.

2. COORDINATE WITH DIFFERENT TECHNICAL TEAMS OF DATA CENTRE FOR RESOLVING ISSUES TELECOM DISTRICTS AND GETTING INPUTS OF THE TEAMS AND PROVIDING TECHNICAL INPUTS TO L2 TEAM AS PER THE REQUIREMENTS OF TEAMS.

3. MONITORING OF CRM PENDING WORKLIST OF USERS.

4. ORDER FALLOUT CASES OF SAP CRM SYSTEM.

5. FETCHING MONTHLY REPORTS OF SECURITY AGENCY SUBSCRIBER DATA (LL &BB).

6. RESOLUTION AND ROUTING OF (CLARITY & GENL. CORR. WORK) CIRCLE DOCKETS.

- D) RESOLUTION AND HANDLING OF CIRCLE BUCKET DOCKETS ON DAILY BASIS.
- II) 2.DOCKETS OF CIRCLE_CLARITY ARE BEING RESOLVED ON DAILY BASIS AND ESCALATED TO L3_CLARITY IN CASE OF RESOLUTION IS NOT POSSIBLE AT CIRCLE LEVEL (PRIVILEGES ARE NOT GIVEN BY ITPC TO CIRCLE FOR SOME ISSUES) ALSO, REMEDY TICKETS ARE BOOKED ON SAME DAY TO NOC BANGALORE FOR BB AND FTTH_BB RELATED CASES OF PB CIRCLE.
- III) UPDATION OF CLARITY ATTRIBUTES FOR THE SERVICES WHICH ARE PROPOSED TO BE MIGRATED TO CDR.
- IV) COMPLETION OF OFFLINE ORDERS.
- V) COORDINATION BETWEEN SSAS AND ITPC FOR UPDATION OF MOBILE NUMBERS AND EMAIL IDS OF CUSTOMER IN CRM OF CDR SYSTEM.
- VI) COLLECTING PREVENTIVE MAINTENANCE REPORT OF AMC EQUIPMENTS OF CDR AND SUBMISSION TO ITPC PANCHKULA.
- VII) RESOLUTION OF ERRORS IN CLARITY RECEIVED THROUGH EMAIL ON DAILY BASIS.

7. DAILY MONITORING OF MEDIATION SERVER FOR CDR FILES AND IOP CONNECTIVITY.

- D) DAILY MONITORING OF CDR FILES(NC AND TG) TRANSFER FROM ALL SWITCHES OF PUNJAB CIRCLE TO DATA CENTER PANCHKULA ON DAILY BASIS THROUGH OUT THE MONTH.
- II) PURSUANCE WITH SSAS/SWITCH IN CHARGES FOR TIMELY UPDATING OF MISSING FILES AND FOR CDOT IOP CONNECTIVITY STATUS.
- III) TAKING COMPLIANCE/NO DATA CERTIFICATE FROM SSAS W.R.T. THE MISSING CDR FILES CONVEYED BY DATA CENTRE PANCHKULA.

8. CHECKING PROVISIONING CONNECTIVITY FOR SWITCHES OF PUNJAB CIRCLE.

- D) CHECKING PROVISIONING CONNECTIVITY AND CRP SETTINGS (CDOT SWITCHES) FOR SWITCHES OF PUNJAB CIRCLE ESPECIALLY AT THE TIME OF DUNNING.
- II) PURSUANCE WITH ITPC/SSAS FOR PENDING SUSPENSION ORDERS OF **DUNNING**.

9. RESOLUTION AND HANDLING OF DOCKETS RELATED TO PROVISIONING ISSUES.

10. DAILY MONITORING OF NIL CDR/IPDR REPORT FROM INTERMEDIATE SERVER.

11. FETCHING OF MASTER-LESS CDR/IPDR REPORT FROM INTERMEDIATE SERVER.

- D) FETCHING OF DAILY REJECTED CDR/IPDR REPORTS FROM INTERMEDIATE SERVER.
- II) PURSUANCE WITH SSAS TO MINIMIZE THESE CASES.

12. REMINDING SOFTWARE:

IMPLEMENTED REMINDING SOFTWARE(BASED ON ORACLE) RELATED TO OGB AND ICB FOR LL/BB/GSM/CDMA/WIMAX IN CIRCLE OFFICE AND GIVING REGULAR SUPPORT TO SSAS FOR IMPLEMENTING PATCHES RELEASED TIME TO TIME.

13. COORDINATION IN CIRCLE OFFICE:

- D) COORDINATION WITH DGM TR FOR PREPARATION OF DATA RELATED TO OGB AND ICB FOR LL/BB/GSM/CDMA/WIMAX.
- II) UPLOADING OF UDAAN TARGETS FOR ALL SSA ON MONTHLY BASIS AS PROVIDED BY BBO SECTION.

PG-SECTION

- 1. PG CASES RECEIVED ON PGRMS/CPGRMS PORTALS /SM/FROM BSNL HQ
- 2. PG COMPLAINTS ADDRESSED TO OFFICERS OF CGMT OFFICE.
- 3. PG CASES RECEIVED ON TOLL FREE NO. 12727.
- 4. UCC COMPLAINTS RECEIVED ON PORTAL.
- 5. CORRESPONDENCE REGARDING TELEPHONE ADALATS/OPEN HOUSE SESSION.
- 6. CSC RELATED WORKS/STATEMENT/FPMS STATEMENTS.
- 7. MISC. WORKS OF SECTION.

PM-CFA SECTION

A. Product Management Section -CFA

1. IMPLEMENTATION OF LL/BB & FTTH TARIFF CIRCULARS & PROMOTIONAL SCHEMES FROM BSNL HQ.
2. PROCESSING OF PROPOSALS RECEIVED FROM SSAS FOR LANDLINE, BROADBAND & FTTH PLANS AND GETTING APPROVAL FROM BSNL HQ AND IMPLEMENTATION OF THE SAME.
3. WIDE PUBLICITY OF LANDLINE, BROAD BAND AND FTTH PRODUCTS/SERVICES THROUGH ADVERTISEMENT, PRESS RELEASE, WEBSITE FLASH NEWS ETC. FOR PROMOTIONAL, ATTRACTIVE / IMPORTANT / COMPETITIVE SCHEMES LAUNCHED BY BSNL CORPORATE OFFICE TIME TO TIME.
4. PREPARATION OF DATA FOR UPDATION OF PUNJAB CIRCLE WEBSITE WWW.PUNJAB.BSNL.CO.IN I.E. TARIFF. VARIOUS SCHEMES LAUNCHED BY BSNL HQ TIME TO TIME.
5. PREPARATION OF SERVICE DIRECTORY DATA FOR SUBMISSION TO MTNL AND MONITORING OF SERVICE DIRECTORY OF SR. OFFICERS ON THE WEBSITE.
6. MONITORING THE TARGETS & ACHIEVEMENTS W.R.T. PCOS & BSNL SHOPPE.
7. OFFICE AND STAFF MANAGEMENT.
8. COMPLIANCE TO TRAI AUDIT PARA , PARLIAMENT QUESTION, LOCAL AUDIT INSPECTION & RTI.
9. PREPARATION AND SUBMISSION OF MONTHLY & QUARTERLY REPORTS & OTHER REPORTS AS & WHEN ASKED BY BSNL HQ.
10. IMPLEMENTATION OF CAT CASES W.R.T DEPARTMENT OF POSTS EMPLOYEES.
11. PREPARATION OF AGENDA POINTS AND THEIR COMPLIANCE W.R.T SSA MANAGEMENT MEETINGS, MONDAY MEETINGS, CRITICAL POINTS, NORTH ZONE MEETINGS, HOCC MEETINGS AND DIRECTOR CFA / DIRECTOR CM MEETINGS.
12. OTHER DUTIES AS ASSIGNED BY HIGHER OFFICERS.

B. Sales & Distribution Section- CFA

1. APPOINTMENT OF EXCLUSIVE AS WELL AS INTEGRATED FRANCHISEES FOR THE SALE OF CFA PRODUCTS & SERVICES.
2. MONITORING THE PERFORMANCE OF FRANCHISEES.
3. CONDUCTION OF PERFORMANCE REVIEW MEETING AT SSA LEVEL & MONITORING THE SAME.
4. IMPLEMENTATION & MONITORING FOR CONDUCTING MASS CANVASSING & ORGANIZING OUTDOOR SALES CAMPS AT SSA LEVEL BY THE SSAS.

5. COORDINATION WORK WITH CDR & ITPC FOR FRANCHISEE RELATED WORK.
6. OFFICE AND STAFF MANAGEMENT.
7. COMPLIANCE TO PARLIAMENT QUESTION, LOCAL AUDIT INSPECTION & RTI.
8. PREPARATION AND SUBMISSION OF MONTHLY REPORTS & OTHER REPORTS AS & WHEN ASKED BY BSNL HQ.
9. PREPARATION OF AGENDA POINTS AND THEIR COMPLIANCE W.R.T SSA MANAGEMENT MEETINGS, MONDAY MEETINGS, CRITICAL POINTS, NORTH ZONE MEETINGS, HOCC MEETINGS AND DIRECTOR CFA/ DIRECTOR CM MEETINGS.
10. OTHER DUTIES AS ASSIGNED BY HIGHER AUTHORITIES.

C. Commercial- CFA

1. DEALING, PROCESSING AND ISSUING OF SANCTIONS FOR THE CASES REGARDING PROVISION /CONVERSION /CLOSURE OF RSTC AND OSTC FOR THE STAFF WORKING IN CIRCLE OFFICE/ ELECTRICAL / CIVIL, DOT TERM- CELL, NTR,NOFN, NTP, ITPC, , ERP, OTHER-CIRCLE, TENURE CIRCLE, RTTC RAJPURA, BBNL, AUDIT OFFICE KAPURTHALA.
2. DEALING, PROCESSING AND ISSUING OF SANCTIONS FOR THE CASES REGARDING RETENTION OF RSTC FOR THE STAFF WORKING IN CIRCLE OFFICE & ALL UNITS OF PUNJAB CIRCLE FOR THE OFFICERS & OFFICIALS WHO LEAVE THE STATION OF POSTING AFTER DUTY HOURS. RETENTION OF RSTC FOR A PERIOD OF TWO MONTHS AFTER RETIREMENT FOR THE OFFICERS OF CIRCLE OFFICE CHANDIGARH.
3. PROCESSING & ISSUING SANCTIONS OF THE CASES RELATED TO GRANT OF CONCESSIONAL TELEPHONE FACILITY TO THE RETIRED EMPLOYEES OF P & T.
4. PROCESSING & ISSUING SANCTIONS OF THE CASES RELATED TO ENHANCEMENT OF CALLS ON RSTC ON PROMOTION OF THE OFFICERS.
5. PROCESSING & ISSUING SANCTIONS OF THE CASES REGARDING PROVISION OF ISDN/PRI
6. DEALING, PROCESSING AND ISSUING OF SANCTIONS FOR THE CASES REGARDING PROVISION BB FACILITIES AT THE RESIDENCE OF JAG & SAG OFFICERS, OFFICE SVC BB CONNECTIONS IN THE OFFICE FOR THE OFFICERS WORKING IN CIRCLE OFFICE/ ELECTRICAL/ CIVIL, DOT TERM- CELL, NTR,NOFN, NTP, ITPC, ERP, BBNL, DOT.
7. PROVISION OF TELECOM FACILITIES TO HON'BLE MPS AS PER BSNL HQ GUIDELINES
8. CORRESPONDENCE WITH SSAS & MPS REGARDING AGENDA POINTS AND CONDUCTION OF MP MEETING.

9. PROVISION OF TELECOM FACILITIES TO TAC MEMBERS AS PER BSNL HQ GUIDELINES.
10. MONITORING & PURSUING FOR CONDUCTION OF TWO TAC MEETINGS PER YEAR AT SSA LEVEL AS PER BSNL HQ GUIDELINES.
11. COMPLIANCE TO TRAI AUDIT PARA , PARLIAMENT QUESTION, LOCAL AUDIT INSPECTION & RTI RELATED TO COMMERCIAL SECTION.
12. OFFICE AND STAFF MANAGEMENT.
13. VARIOUS REPORTS AS & WHEN ASKED BY BSNL HQ.

GM(ENTERPRISE BUSINESS)

ENTERPRISE BUSINESS SECTION

1. PREPARATION OF SALES FUNNEL REPORT INCLUDING NEW GOLD GOLD PENETRATION REPORT FOR CORPORATE OFFICE.
2. EPABX, IDC, M-GOVERNANCE, SYSTEM INTEGRATOR, MOBILE CUG, BULK SMS , INTER CIRCLE PROJECTS, E-GOVERNANCE, VERIFICATION OF TELEMARKETER AND OTHER EB PROJECTS ASSIGNED BY CORPORATE OFFICE TIME TO TIME.
3. PROCESSING OF ECT CASES RELATED WITH ILL , LANDLINE, MOBILE, BROADBAND, BULK SMS, MPLS , P2PLL AND CUG SERVICES.
4. TRUNKY PROJECTS OF PUNJAB GOVT. REGARDING LAN/WAN CONNECTIVITY OF GOVT. OFFICES THROUGH DOGR.
5. IMPORTANT GOVT. PROJECTS LIKE PAWAN, SARV SHIKSHA ABHIYAAN, USDC (SEWA KENDRA), SWACH BHARAT ABHIYAN, JAIL & COURT AND OTHER PROJECTS RELATED TO GOVT. OF PUNJAB AND HARYANA.
6. FEASIBILITY OF INTER CIRCLE PROJECTS INITIATED BY OTHER CIRCLES AS WELL AS OF ALL NEW EB PROJECTS.
7. MONITORING OF ALL LEASED CIRCUITS IN ALL SSA'S AND WEEKLY/MONTHLY REPORTS OF LC'S TO BSNL C.O
8. PROVISIONING OF PAYMENT OF VENDER BILLS AND AMC BILLS IN ERP.
9. ANY OTHER WORK ASSIGNED AS DESIRED BY HIGHER OFFICER.

GM(CONSUMER-MARKETING)

- PRODUCT MANAGEMENT-CM
- CONSUMER-MARKETING

PM-CM SECTION.

1. COORDINATION WITH BSNL C.O.,NWO-CM/NC MOHALI/MANIMAJRA, CALL CENTRE, KARNAL & FIELD UNITS FOR TIMELY / SMOOTH IMPLEMENTATION OF TARIFF CIRCULARS ISSUED BY BSNL HQ IN R/O GSM/CDMA/WIMAX MOBILE SERVICES.
2. MARKET RESEARCH BY VISITING RETAILER OUTLETS / WEBSITES OF PRIVATE OPERATORS /OTHER CIRCLES CIRCLES/TAKING FEEDBACK FROM FIELD UNITS/ MEDIA. PREPARING COMPARISON SHEETS OF TARIFF PLANS/ STVS ETC. OF BSNL PUNJAB CIRCLE VIS-A- VIS OTHER OPERATORS & PROPOSING NEW TARIFF SCHEMES / PLANS ON REGULAR BASIS IN ORDER TO INCREASE SIM SALE/ GSM REVENUE.
3. CONDUCTING ETC MEETINGS, PREPARING MINUTES & SENDING THE PROPOSALS TO BSNL C.O. AFTER APPROVAL OF COMPETENT AUTHORITY.
4. IMPLEMENTATION OF ALL TARIFF PLANS THROUGH TARIFF ORDER MANAGEMENT MODULE (TOMM).
5. SENDING REPORTS TO TRAI REGARDING LAUNCH OF ALL BSNLC.O./ CIRCLE SPECIFIC SCHEMES.
6. SENDING TRAI QUARTERLY REPORTS FOR PREPAID AND POSTPAID GSM MOBILE SERVICES.
7. PROVIDING / VERIFYING TARIFF MATERIAL FOR PRINTING IN NEWSPAPER PUBLICATIONS AND TARIFF CARDS / PAMPHLETS/ POSTERS ETC.
8. REGULAR UPDATION OF TARIFF & LATEST NEWS / OFFERS ON PUNJAB WEBSITE.
9. PREPARING MONTHLY REPORTS REGARDING PV/TOP UP /STV/DATA/ VAS SALE/ REVENUE.
10. ALL WORKS RELATED TO VAS INCLUDING CO-ORDINATION/ MONITORING OF VAS PROJECTS SUCH AS DIGITAL MANDI /M-WALLET, MAVERICH MOBILE SOLUTION & CELL BROADCAST ETC.
11. LAUNCH & MONITORING OF BUNDLING SCHEMES OF 3G DATA CARDS, TABLETS, HANDSETS ETC.
12. EMPANELMENT OF ADVERTISING AGENCIES FOR RELEASE OF DISPLAY ADDS, NITS AND OTHER MARKETING ACTIVITIES.
13. EMPANELMENT OF NEWSPAPERS FOR RELEASE OF MARKETING DISPLAY/ POINTER ADVERTISEMENTS AND NITS/ PUBLIC NOTICES IN THE CIRCLE.
14. RELEASE OF DISPLAY ADVERTISEMENTS AND NITS/ PUBLIC NOTICES/ CGMT WRITE UPS THROUGH EMPANELLED AGENCIES AND OTHER RELATED JOBS INCLUDING PROCESSING OF BILLS.
15. PREPARATION & RELEASE OF POINTER ADVERTISEMENTS, IN NEWSPAPERS INCLUDING PROCESSING OF BILLS.
16. PROCESSING CASES FOR ADVERTISEMENTS THROUGH RADIO/ TV/DIGITAL MEDIA/ OTHER MEANS.
17. DEALING ALL SPONSORSHIP CASES OF VARIOUS EVENTS TO PROMOTE BSNL BRAND/ SERVICES INCLUDING PROCESSING OF BILL IF ANY.

18. PROCESSING THE CASES OF HIRING/ INSTALLATION OF HOARDINGS INCLUDING PROCESSING OF BILLS IF ANY.
19. REGULAR MONITORING OF ACTIVITIES RELATED TO IMPROVING VISIBILITY OF BSNL BRAND/ SERVICES SUCH AS WALL PAINTING/ INSTALLATION OF SIGN BOARDS AT POS & PCOS/ BSNL LOGOS ON PILLARS/ WORK OF PROVISION/ REPLACEMENT OF FLEX ON DEPARTMENTAL HOARDINGS/ CONDUCTION OF MELAS ETC.
20. PREPARATION OF ALL STATEMENTS INCLUDING QUARTERLY MARKETING MIS.
21. COLLECTION AND PERUSAL OF DAILY TELECOM RELATED PRESS RELEASES/ NEWS/PRES CUTTING ETC.
22. PROCUREMENT /DISTRIBUTION OF TARIFF CARDS/PAMPHLETS/POSTERS/DANGLERS/START UP KITS & OTHER MARKETING MATERIAL INCLUDING FLOATING OF RELATED TENDERS IF REQUIRED
23. PROCUREMENT /PRINTING OF OTHER MARKETING MATERIAL SUCH AS WALL CALENDARS/GREETING CARDS /GIFTS ETC.
24. PROCESSING OF BILLS IN R/O PROCUREMENT OF MARKETING MATERIAL.
25. ALLOCATION OF MARKETING BUDGET AND MONITORING OF EXPENDITURE ON REGULAR BASIS.
26. UPDATING/RUNNING OF PROMOTIONAL SCHEMES ON TV AT RECEPTION.
27. PROCESSING CASES OF GSM SERVICE CONNECTIONS IN R/O OFFICERS/ OFFICIALS OF CIRCLE OFFICE, OTHER CIRCLES (ITPC, NTR, & PROJECT ETC.), P&T AUDIT KAPURTHALA & DOT OFFICERS WORKING IN PUNJAB CIRCLE.
28. WORK RELATED TO POLICY/ PROCEDURE FOR PROVISIONING / SANCTION OF 3G DATA CARDS.
29. WORK RELATED TO IMPLEMENTATION OF POLICY/ PROCEDURE FOR SALE OF VANITY NUMBERS/ PROCESSING OF CASES OF PROVISION OF VANITY NOS. TO VIPS ETC.
30. OTHER WORK RELATED TO COMMERCIAL SECTION SUCH AS HINDI SLOGAN PRATIYOGITA ETC.
31. WORK RELATED TO CSR(CORPORATE SOCIAL RESPONSIBILITY).
32. WORK RELATED TO UPDATING OF LATEST TARIFF/ PROMOTIONAL PLANS/ OTHER USEFUL INFORMATION FOR OUR CUSTOMER ON FACE BOOK / TWITTER.

CM-MARKETING SECTION

WORK RELATED TO IMPLEMENTATION OF “CM-S&D POLICY-2012” AND ITS MONITORING THEREOF.

- MIGRATION OF EXISTING FRANCHISEES AS PER “CM-S&D POLICY”.

APPOINTMENT OF FRANCHISEES:

- FRANCHISEES APPOINTMENT THROUGH EOI (EXPRESSION OF INTEREST) AS PER “CM- S&D POLICY-2012” I.E. FLOATING OF EOI AGAINST ELIGIBLE TERRITORIES. WORK RELATED TO FINALIZATION OF APPOINTMENT PROCESS AFTER EOI UP-TO ISSUANCE OF LOI.

MONITORING OF FRANCHISEES PERFORMANCE:

- ASSIGNING TARGETS OF SIM, CTOPIUP REVENUE, POS(RC & FRC),RD,DSA TO THE SSAS.
- COMPILING OF MONTHLY, QUARTERLY PERFORMANCES OF THE FRANCHISEES.
- QUARTERLY PERFORMANCE BASED TERMINATION ON TYPE-A PARAMETERS

E-PIN DISTRIBUTORS:

- REVIEWING THE QUARTERLY PERFORMANCE OF E-DISTRIBUTORS AND IMPOSITION OF PENALTIES.
- REVIEWING THE ANNUAL ACHIEVEMENTS OF E-DISTRIBUTORS FOR THE CONTINUITY OF THEIR AGREEMENT FOR ANOTHER ONE YEAR IN THREE YEAR AGREEMENT PERIOD.

OTHER ISSUES/ CASES FROM SSAS:

- LOOKAFTER ARRANGEMENT CASES OF VACANT TERRITORIES
- GENERAL ISSUES OF FRANCHISEES AND E-DISTRIBUTORS,
- INCORPORATING CHANGES/ AMENDMENTS IN THE S&D POLICY-2012 AS RECEIVED FROM BSNL CORPORATE OFFICE FROM TIME TO TIME.
- FRANCHISEES COMPLAINTS.
- ALL CROSS SELLING CASES.
- EXPIRED RC CASES RECEIVED FROM SSAS.
- MONITORING THE ACHIEVEMENT OF SSAS IN PROJECT VIJAY REPORTS.
- MONITORING THE ACHIEVEMENT OF SSAS FOR RC, FRC, RDS, DSAS
- MONITORING THE IMPLEMENTATION OF EXTENSION OF SCHEME, FACILITY, AWARDS AND INCENTIVES TO CMT MEMBERS (PROJECT VIJAY TEAM).
- PROCESSING RTI INFORMATION CASES PERTAINS TO THIS SECTION.
- GENERAL CORRESPONDENCE I.R.O. GPMS TARGET AND THEIR ACHIEVEMENT.
- CONVEYING THE APPROVED PLANS/SCHEMES TO CHANNEL PARTNERS.
- MONITORING THE SIM SALE/MNP RATIO/CTOP REVENUE

REPORTS:

SENDING OF PERIODIC REPORTS TO BSNL CORPORATE OFFICE AND TO CMTS NWO SECTION.

GM(IT)

- INFORMATION TECHNOLOGY
- NOFN
- TRANSMISSION PLANNING

INFORMATION TECHNOLOGY SECTION

1. O & M OF LAN IN CIRCLE OFFICE OF APPROX 220 WITH 28 LAN SWITCHES
2. O & M OF 220 DESKTOP COMPUTERS, 90 PRINTERS, 15 LAPTOPS, 15 UPS
3. PROCUREMENT OF IT PERIPHERALS VIZ. PCS/PRINTERS/SWITCHES AND CONSUMABLE ITEMS LIKE CAT CABLE, CONNECTORS, SWITCHES ETC. FOR CIRCLE OFFICE
4. MAINTENANCE & PURCHASE OF ANTI-VIRUS FOR PCS IN CIRCLE OFFICE
5. COORDINATION FOR VARIOUS MANAGEMENT MEETINGS IN CIRCLE OFFICE VIZ. SMOOTH WORKING OF PROJECTOR/VIDEO CONFERENCE EQUIPMENT & ITS CONNECTIVITY & UPKEEP OF THESE EQUIPMENTS.
6. PROVISIONING OF LAN CONNECTIVITY TO NEW LOCATIONS AS PER REQUIREMENT FROM TIME TO TIME
7. DESKTOP CONFIGURATION AND INSTALLATION OF ESS/SAP MODULE OF ERP PACKAGE
8. ALLOTMENTS & UTILIZATION OF FUNDS FOR CAPITAL WORKS FOR IT UNDER RE AND BE
9. INVENTORY MANAGEMENT IN STOCK REGISTER REG. IT PERIPHERALS PROCURED BY DIFFERENT SECTION IN CIRCLE OFFICE
10. ISSUE OF NOC CERTIFICATE ON TRANSFER/ SUPERANNUATION AND RE ALLOCATION OF PC/PRINTER
11. DISPOSAL OF OLD/UNSERVICEABLE IT ITEMS IN CIRCLE OFFICE WITH M/S. MSTC
12. ARRANGEMENT OF WEBINAR VIRTUAL CLASSROOM PROGRAM FOR INDIVIDUAL AND GROUP LEVEL
13. O & M OF WAN (ROUTER) IN CIRCLE OFFICE FOR THE PROVISION OF INTERNET AND INTRANET,
14. O & M OF LINUX SERVER FOR AUTHENTICATION PURPOSE TO ACCESS INTERNET AND INTRANET
15. PROVISION OF FOR EXTENDING AUTHENTICATION OF INTRANET(BSNL CO), INTRANET (BSNL PB), ERP, SAP
16. UPDATION OF PUNJAB CIRCLE WEBSITE AND PUNJAB INTRANET
17. CREATION/DELETION/RESETTING OF USER ID & PASSWORD OF MAIL SERVER
18. UPLOADING AND MAINTENANCE OF TENDER ACTIVITIES OF PUNJAB CIRCLE

19. UPLOADING REPORTS OF BTS FAILURE DETAILS IN
INTRANETPB.BSNL.CO.IN
20. MAINTENANCE OF IP ADDRESS ALLOCATION

NOFN SECTION

1. PLANNING, MONITORING OF EXECUTION & IMPLEMENTATION OF NOFN PROJECT FOR PUNJAB CIRCLE W.R.T. PLB/OFC LAYING, JOINTING, DEPTH A/T, OFC A/T, E2E TESTING, GPS ON OFC/PLB ETC.
2. MONITORING THE WORK ORDERS ISSUED BY ALL SSAS FOR RAISING FUND DEMAND.
3. ISSUING/ARRANGING APOS / PURCHASE ORDERS FOR PLB AND ASSOCIATED ACCESSORIES TO VENDORS & TELECOM FACTORIES.
4. BILLING/PAYMENT AGAINST PLB & ASSOCIATED ACCESSORIES SUPPLIED BY VARIOUS VENDORS TO ALL SSAS.
5. FUND DEMAND AGAINST WORK ORDERS, PURCHASE ORDERS ISSUED, OFC & ACCESSORIES SUPPLIED.
6. CO-ORDINATION WITH SSAS, BBNL, STATE/CENTRAL/PSUS AUTHORITIES FOR ROW.
7. MONITORING GOOGLE DRIVE, PRIMAVERA AND GENERATING DAILY, WEEKLY REPORTS.
8. ARRANGING MATERIAL FOR SSAS.
9. ARRANGING MEETINGS & VCS.
10. ALL OTHER MISCELLANEOUS WORKS RELATED TO NOFN.
11. PROVIDING INVOICES DETAILS OF PLB,OFC AND ACCESSORIES TO BBNL FOR ISSUING FORM 'C' TO VENDORS.
12. CO-ORDINATION WITH BBNL FOR SUPPLY OF OLT,ONT, OFC & ACCESSORIES TO SSAS.

TRANSMISSION PLANNING SECTION

1. BSNL CO OFC LAYING TARGET DISTRIBUTION TO PB CIRCLE SSAS.
2. PURSUE AND MONITOR OFC FAULT BOOKING IN TRANSNET PORTAL BY SSAS.
3. PURSUE & MONITOR TX ASSET UPDATION IN TRANSNET PORTAL BY SSAS.
4. PURSUE GETTING SSA VARIOUS MONTHLY REPORTS, COMPILE AND SEND THEM ON APPROVAL TO BSNL CO.
5. PROCESS APPROVAL AND ALLOTMENT OF SSAS' TRANSMISSION MATERIAL NEEDS.

6. PREPARE, PROCESS FOR APPROVAL (OF CPB / HPCC / RTPC, AS THE CASE MAY BE) AND SENDING TX MATERIAL NEEDS PROJECTION FOR PB CIRCLE TO BSNL CO FOR PROCUREMENT AND SUPPLY ALONG WITH FUND ALLOTMENTS.
7. SENDING TOC / NOC FOR SUPPLIED ITEMS TO PB CIRCLE SSAS AGAINST VARIOUS BSNL CO. POS.
8. MONITOR FOR REPAIR OF FAULTY CARD / UNITS ON AMC / CRC, FOR SSAS THROUGH JAL SSA NOMINATED AS NODAL WINDOW W.R.T. M/S. TEJAS NETWORKS LTD.
9. PROCESSING VENDOR BILLS FOR PAYMENT FOR SUPPLIED TX MATERIALS, AFTER VARIOUS SAP / ERP PROCESSES BY TP AND OTHER FIELD UNITS INCLUDING CTSD.
10. KEEP TAB OF LETTERS ON BSNL CO INTRANET, REPLYING VARIOUS LETTERS PERTAINING TO TRANSMISSION WING OF PB CIRCLE.
11. PREPARING TX PLAN FOR PB CIRCLE; PROJECTING AND PURSUING MATERIAL NEEDS TO BSNL CO FOR PROCUREMENT, FUND ALLOTMENT AND SUPPLY TO PB CIRCLE.
12. ALLOT CAPITAL WORK FUND ALLOTMENTS FOR OFC AND OF SYSTEM RELATED WORKS IN SSAS OF PB CIRCLE; MONITORING THE SAME.

VIGILANCE SECTION

- VIGILANCE
- VIGILANCE FINANCE

AGM(Vigilance):-

1. APPROVAL/PROCESSING OF VIGILANCE CLEARANCE OF STAFF.
2. SCRUTINY/PROCESSING OF INVESTIGATION REPORTS.
3. SUBMISSION OF MONTHLY REPORT OF VIGILANCE ACTIVITIES/STATEMENTS TO HIGHER AUTHORITIES.
4. PROCESSING OF APPEAL /REVIEW APPEAL /DISCIPLINARY CASES WITH IN 15 DAYS
5. PROCESSING OF STAFF PERSONAL CLAIM, LEAVE SANCTIONING & TRAINING. PREPARATION OF ANNUAL ODI/AGREED LIST.
6. TIMELY SUBMISSION OF APAR OF PREVIOUS YEAR.
7. TIMELY APAR WRITING OF ALL SUB-ORDINATE OFFICERS OF PREVIOUS YEAR.
8. FINALIZATION AND TARGET SETTING OF IPMS SCORECARDS FOR ALL SUB-ORDINATE STAFF.

AD(Vigilance-I):-

1. PROCESSING OF VIGILANCE COMPLAINTS. SEEKING IRS FROM THE FIELD UNITS. PREPARATION OF CIRCLE INVESTIGATION REPORT FOR SUBMISSION TO ADDLGM(VIGILANCE)/CVO BSNL. ISSUE OF RDA, PREPARATION AND SUBMISSION OF RELEVANT MONTHLY STATEMENTS.
2. MONITOR THE SURPRISE CHECK UP/VISIT OF CSC STORE, EXCHANGES AND OF BTS SITES BY VIGILANCE UNITS AND RELATED CORRESPONDENCE AND STATEMENTS ETC.

3. PREPARATION OF ADVICES, CHARGE SHEETS AS PER RDAS ISSUED BY THE CIRCLE/CVO/CVC.
4. UPDATING OF RECORDS IN ERP MODULES VIZ HCM-33 AND HCM-36.

AD(Vig-II):-

1. PURSUANCE OF RDA ISSUED BY CIRCLE/CVO/CVC AND UP TO THE RELEASE OF FINAL ORDERS (SERVING OF C/S, ADVICE, APPOINTMENT OF IOS/POS SEEKING INQUIRY REPORT FROM IO AND ITS PRESENTATION TO THE DISCIPLINARY AUTHORITY FOR ISSUING OF F/O).
2. PROCESSING OF APPEAL AND REVIEW APPEAL CASES TILL THEIR FINAL SETTLEMENTS.
3. ENTRY OF DATA IN VIGILANCE RECORDS AND ERP MODULE.
4. PROCESSING OF SUSPENSION CASES TILL FINAL SETTLEMENT.
5. UPDATING THE RECORDS IN ERP MODULE VIZ HCM-32/HCM-34/HCM-35.

AD(Vig-III):-

1. CARRY OUT THE WORKS OF VIGILANCE CLEARANCE OF GROUP A, B, C AND D ,
2. IMMOVABLE PROPERTY RETURNS STATEMENT OF ALL EXECUTIVES OF THE PUNJAB CIRCLE.
3. GENERAL STAFF MATTERS RELATES TO VIGILANCE SECTION AND OTHER MISC JOBS.
4. CHECK AND CORRECT THE EVC PERFORMA SENT BY SSAS IN VIGILANCE RECORDS.

AGM(VF):-

1. REVIEW OF IPRS OF THE EXECUTIVES AND NON-EXECUTIVES STAFF POSTED IN CIRCLE OFFICE ON PRO RATA BASIS.
2. 10% CHECKS OF MEDICAL REIMBURSEMENT CLAIMS OF STAFF POSTED IN CIRCLE OFFICE AND CMTS WING OF PREVIOUS QUARTER.

3. CORRESPONDENCE/QUERY REPLY TO SUBORDINATE / HIGHER OFFICES & SUBMISSION OF MONTHLY/QUARTERLY/AT RANDOM STATEMENTS BY SCHEDULED DATE(S).
4. INVESTIGATION OF COMPLAINTS ASSIGNED ALONG WITH TABULAR STATEMENT AND DRAFT CHARGE SHEETS ETC.
5. TIMELY SUBMISSION OF APAR OF PREVIOUS YEAR.
6. TIMELY SUBMISSION OF APAR OF SUBORDINATE OFFICERS OF PREVIOUS YEAR.
7. COMPLETION OF REVIEW OF IPMS SCORECARD ACHIEVEMENTS FOR ALL SUBORDINATE OFFICERS FOR THE LAST.

GM(LAND & BUILDING)

LAND & BUILDING SECTION .

01. GETTING REPORTS REGARDING PROGRESS OF MUTATION OF LANDS AND BUILDINGS OF PUNJAB CIRCLE, REVENUE EARNED FROM RENTING OUT VACANT SPACE IN BSNL BUILDINGS, REVENUE EARNED FROM RENTING VACANT BSNL STAFF QUARTERS, REVENUE EARNED BY RENTING OUT VACANT SPACE IN BSNL PREMISES TO INSTALL ATMS AND SEND THE REPORTS TO BSNL CORPORATE OFFICE.
02. CO-ORDINATION WITH SSAS FOR MUTATION OF LANDS AND BUILDINGS FROM DOT TO BSNL.
03. CO-ORDINATION WITH SSAS FOR RENTING OUT VACANT SPACE IN BSNL PREMISES AND PROCESSING THE CASES FOR THE APPROVAL OF COMPETENT AUTHORITY.
04. COORDINATION WITH SSAS FOR R9ENTING OUT VACANT BSNL STAFF QUARTERS.
05. COORDINATION WITH SSAS FOR INSTALLATION BANKS ATMS IN BSNL PREMISES AND PROCESSING FOR THE APPROVAL OF COMPETENT AUTHORITY.
06. CONDUCTING HPC MEETING FOR RETENTION OF BSNL QUARTERS BEYOND PERMISSIBLE LIMIT BY BSNL OFFICERS/OFFICIALS.
07. PROCESSING THE CASES OF ALLOTMENT BSNL QUARTERS TO BSNL EMPLOYEES UNDER DIFFERENT POLICIES OF BSNL CORPORATE

OFFICE.

08. ALLOTMENT OF VACANT BSNL QUARTERS TO CENTRAL GOVT., CPSUS, STATE GOVT., STATE PSUS AND ORPA EMPLOYEES.
09. SENDING DATA TO BSNL CORPORATE OFFICE REGARDING PARLIAMENTARY QUESTION.
10. COORDINATION WITH CIVIL WING TO GET REPORTS REGARDING INSTALLATION OF ATMS IN BSNL PREMISES.
11. REPLY TO AUDIT PARA PERTAINING TO LAND AND BUILDING SECTION.
12. ALLOTMENT OF ROOMS IN CIRCLE OFFICE TO OFFICERS/OFFICIALS/WORKING IN CIRCLE OFFICE BUILDING.
13. ERP REM MODULE L2 ACTIVITIES.
14. ANSWERING THE QUIRES REGARDING LANDS & BUILDINGS..
15. PROCESSING OF CIVIL/ELECT. ESTIMATES FOR THE APPROVAL OF THE COMPETENT AUTHORITY.
16. PROCESSING OF SPACE, QUARTER RELATED ISSUES OF CCA, TERM CELL OF DOT UNITS.
17. MONITORING OF "CIVIL MIS" SITE.
18. MONITORING OF UPLOADING GOVT. LAND DATA IN WWW.NCOG.GOV SITE BY SSAS IN PUNJAB CIRCLE.

GM(FINANCE)

- IOBAS
- ICO
- CA-1
- Accounts & Budget
- Internal Finance & SEA
- CA-11

WORK AND DUTIES ASSIGNED TO VARIOUS SECTION UNDER THE CONTROL OF CAO(CA)

SL. NO	SECTION NAME	ASSIGNED WORK	CAO INCHARGE
1	CLAIM-I SECTION	CHECKING AND PROCESSING OF REIMBURSEMENT OF OUTDOOR MEDICAL CLAIMS.	CAO(CA/IA)
2	CLAIM-I SECTION	PAYMENT AND OUTDOOR MEDICAL CLAIMS OF RETIREES OF CIRCLE OFFICE.	CAO(CA/IA)
3	CLAIM-I SECTION	PAYMENT OF TUTION FEES, MOBILE HANDSET, NEWS PAPER ETC OF THE CIRCLE OFFICE STAFF.	CAO(CA/IA)
4	CLAIM-I SECTION	CREATION OF RETIREE/EXISTING EMPLOYEE VENDORS IN ERP.	CAO(CA/IA)
5	CLAIM-I SECTION	REPLY OF RTI CASES RELATING OT ACCOUNTS SECTION.	CAO(CA/IA)
6	CLAIM-I SECTION	UPKEEP AND MAINTAINCE OF THE SERVICE BOOKS OF STAFF OF CIRCLE OFFICE.	CAO(CA/IA)
7	CLAIM-I SECTION	VERIFICATION OF SERVICE BOOKS WITH SERVICES AND PENSION CONTRIBUTION.	CAO(CA/IA)
8	CLAIM-I SECTION	FIXATION OF PAY AND DRAWL OF ARREARS OF STAFF.	CAO(CA/IA)
9	CLAIM-I SECTION	PAY AND ALLOWANCES OF THE STAFF AND PAY RELATES ANNOMALIES /CORRECTION.	CAO(CA/IA)
10	CLAIM-I SECTION	PREPRATION OF PENSION CASES, GPF WITHDRAWL, GPF FINAL PAYMENT CASES.	CAO(CA/IA)

11	CLAIM-I SECTION	LEAVE ENCASHMENT OF THE STAFF.	CAO(CA/IA)
12	CLAIM-I SECTION	PROCESSING OF TA/LTC BILLS OF THE STAFF.	CAO(CA/IA)
13	CLAIM-I SECTION	VERIFICATION OF SERVICE RECORDS WITH SERVICE BOOKS.	CAO(CA/IA)
14	CLAIM-I SECTION	SAFE CUSTODY OF THE BANK GURANTEE.	CAO(CA/IA)
15	CLAIM-II SECTION	DEMAND FOR FUNDS FOR VENDOR PASSED BILLS.	CAO(CA/IA)
16	CLAIM-II SECTION	MONITORING FUNDS DEMAND AND UTILIZATION.	CAO(CA/IA)
17	CLAIM-II SECTION	VENDOR BILL PROCESSED THROUGH ERP FOR RELEASE OF PAYMENT	CAO(CA/IA)
18	CLAIM-II SECTION	CHECKING OF INDOOR MEDICAL BILLS COMES UNDER CIRCLE OFFICE POWER.	CAO(CA/IA)
19	CLAIM-II SECTION	DEDUCTION OF TDS I.E. ITAX/RCM ETC. AND MAINTAINING THEIR RECORD.	CAO(CA/IA)
20	CLAIM-II SECTION	FEEDING OF MEDICAL OUTDOOR CLAIMS BILLS/MOBILE REIMBURSEMENT BILLS/NEWSPAPER REIMBURSEMENT BILLS ETC. IN THE ERP SYSTEM.	CAO(CA/IA)
21	NOFN/CTSD	FUNDS REQUISITION COLLECT FROM SSA FOR PASSED BILLS WEEKLY ALONG WITH A CERTIFICATE THAT FUND REQUIREMENT IS WITHIN THE BUDGETARY ALLOTMENT.	CAO(CA/IA)
22	NOFN/CTSD	EXAMINE THE FUND REQUISITION OF SSA AS PER CLAUSES OF AGREEMENT DATED 16-05-2013 VIZ. SANCTIONS PARTICULARS OF ESTIMATE, WORK ORDER, PROCUREMENT OF MATERIAL AND CONFIRMATION OF A/T AT DIFFERENT STAGES.	CAO(CA/IA)

23	NOFN/CTSD	SEND A CONSOLIDATED DEMAND OF FUNDS IN THE PRESCRIBED PERFORMA TO NOFN-FINANCE SECTION OF CORPORATE OFFICE UNDER THE SIGNATURE OF CGM.	CAO(CA/IA)
24	NOFN/CTSD	ON RECEIPT OF FUNDS FROM THE CORPORATE OFFICE SECTION DISTRIBUTE THE FUND TO THE SSAS	CAO(CA/IA)
25	NOFN/CTSD	MAINTAINING FUNDS UTILIZATION RECORD VENDOR WISE, SSA WISE WITH DOCUMENT NO.	CAO(CA/IA)
26	NOFN/CTSD	PREPARE & SUBMISSION MONTHLY PAYMENT & STATUTORY TAX REPORT IN PRESCRIBED PROFORMA ON THE BASIS OF DATA RECEIVED FROM SSA TO BSNL HQ.	CAO(CA/IA)
27	NOFN/CTSD	DATA RECONCILIATION WITH ERP & PREPARE SANCTION MEMO FOR I.TAX,RCM,WCT PAYABLE ON MONTHLY BASIS	CAO(CA/IA)
28	NOFN/CTSD	SUBMISSION OF CHALLAN TO BANK FOR WCT ON MONTHLY BASIS.	CAO(CA/IA)
29	NOFN/CTSD	PREPARE & SUBMISSION MONTHLY WCT REPORT IN PRESCRIBED PROFORMA ON THE BASIS OF DATA RECEIVED FROM SSA TO BBNL	CAO(CA/IA)
30	NOFN/CTSD	PREPARE TDS DATA FOR CONTRACTORS PERTAINS TO NOFN PROJECT	CAO(CA/IA)
31	NOFN/CTSD	ARRANGE TO ISSUE ANNUAL FORM 16A/VAT 28 TO VENDORS FOR NOFN PROJECT.	CAO(CA/IA)
32	NOFN/CTSD	ACCEPTANCE AND ISSUANCE OF ATD/ATC FOR MATERIAL TRANSFER.	CAO(CA/IA)
33	NOFN/CTSD	ISSUANCE OF EXCISE INVOICE FOR MATERIAL PERTAINS BEFORE 01.09.2014.	CAO(CA/IA)
34	NOFN/CTSD	MONTHLY CENVAT CREDIT DATA FOR MATERIAL RECEIVED.	CAO(CA/IA)

35	NOFN/CTSD	ASSIST FOR VAT MONTHLY/QUARTERLY/YEARLY RETURN.	CAO(CA/IA)
36	NOFN/CTSD	ASSIST FOR EXCISE QUARTERLY RETURN	CAO(CA/IA)
37	CA-I	CALCULATION & PAYMENT/ADJUSTMENT OF QUARTERLY LICENSEE FEE & SPECTRUM CHARGES AFTER COMPILATION OF REVENUE AND EXPENDITURE DATA FROM ALL ACCOUNTING UNITS AND SECTIONS OF CIRCLE OFFICE	CAO(CA/IA)
38	CA-I	APPOINTMENT OF INTERNAL AUDITORS IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY BSNL CORPORATE OFFICE AND THIS OFFICE	CAO(CA/IA)
39	CA-I	PROCESSING OF TENDERS FOR APPOINTMENT OF INTERNAL AUDITORS FOR 5 NORTH ZONE CIRCLES FOR FY 2016-17	CAO(CA/IA)
40	CA-I	REVIEW OF INTERNAL AUDIT REPORTS AND FOLLOW UP FOR IMPLEMENTATION OF OBSERVATION IN INTERNAL AUDIT REPORTS	CAO(CA/IA)
41	CA-I	REVIEW OF MONTHLY TRIAL BALANCE AFTER COMPILATION AND FOLLOW UP WITH UNITS FOR REMOVAL OF DISCREPANCIES	CAO(CA/IA)
42	CA-I	CLOSURE OF FINAL ACCOUNTS: LIAISONING WITH BRANCH AUDITOR FOR AUDIT OF PUNJAB CIRCLE, REVIEW OF BRANCH AUDIT REPORTS OF ALL UNITS OF PUNJAB CIRCLE, EFFORTS FOR REMOVAL OF BRANCH AUDIT QUALIFICATIONS WITH BRANCH AUDITORS AND FOLLOW UP WITH UNITS FOR ACTION ON BRANCH AUDIT QUALIFICATIONS.	CAO(CA/IA)
43	CA-I	LIAISONING WITH BSNL HQ FOR REMOVAL OF DISCREPANCIES POINTED OUT BY HQ IN ACCOUNTS	CAO(CA/IA)
44	CA-I	LIAISONING WITH BRANCH AUDITORS FOR AGR AUDIT AND TIMELY SUBMISSION OF AUDITED AGR AND AGR AUDIT REPORT TO O/O CCA DOT	CAO(CA/IA)

45	CA-I	HANDLING OF SUPPLEMENTARY AUDIT CONDUCTED BY C & AG AND REPLIES TO THE PARAS/QUALIFICATIONS BY C & AG	CAO(CA/IA)
46	CA-I	DEALING WITH C & AG AUDITORS DURING ALL STAGES OF AUDIT AND FURNISHING OF STATEMENTS/REPLIES TO AUDITORS AFTER COMPILATION OF ALL DATA RECEIVED FROM VARIOUS SECTIONS OF THIS OFFICE AND VARIOUS ACCOUNTING UNITS OF PUNJAB CIRCLE	CAO(CA/IA)
47	CA-I	PREPARATION OF DATA FOR IFA MEETINGS & MANAGEMENT MEETINGS	CAO(CA/IA)
48	CA-I	PREPARATION OF MONTHLY PERFORMANCE REPORTS W.R.T. EXPENDITURE & PROFIT AND LOSS	CAO(CA/IA)
49	CA-I	SUBMISSION OF IUC PAYMENTS VOUCHERS ON QUARTERLY BASIS TO O/O CCA DOT PUNJAB TELECOM CIRCLE	CAO(CA/IA)
50	CA-I	ASSESSMENT OF LICENSE FEES AND SPECTRUM CHARGES AT O/O CCA DOT PUNJAB TELECOM CIRCLE INCLUDING VERIFICATION OF DEDUCTIONS CLAIMED IN CALCULATION OF ADJUSTED GROSS REVENUE	CAO(CA/IA)
51	CA-I	PROCESSING OF PROFESSIONAL FEE AND TA/DA CLAIMS OF ALL INTERNAL AUDITORS IN LIGHT OF INSTRUCTIONS ISSUED BY BSNL CORPORATE OFFICE AND THIS OFFICE AND PERFORMANCE CERTIFICATES ISSUED BY UNITS	CAO(CA/IA)
52	CA-I	PROCESSING OF PROFESSIONAL FEE AND TA/DA CLAIMS OF BRANCH AUDITOR IN LIGHT OF INSTRUCTIONS ISSUED BY BSNL CORPORATE OFFICE AND THIS OFFICE	CAO(CA/IA)
53	CA-I	LIAISONING WITH BRANCH AUDITORS FOR AUDIT OF USO SUBSIDY CLAIMS	CAO(CA/IA)
54	CA-III	PREPARATION OF DATA FOR MONTHLY PAYMENT OF SERVICE TAX BASED ON THE DATA RECEIVED FROM ALL THE UNITS OF PUNJAB CIRCLE,	CAO(CA/IA)

55	CA-III	CHECKING OF SERVICE TAX PAYABLE AND CENVAT DATA SENT BY THE UNITS,	CAO(CA/IA)
56	CA-III	RECEIPTS OF CENVATABLE VOUCHERS FROM ALL THE UNITS & CHECKING OF VOUCHERS AS TO THE CORRECTNESS AND CENVATABILITY OF INVOICES,	CAO(CA/IA)
57	CA-III	PREPARING DETAIL OF DISALLOWED CENVAT AND MISSING VOUCHERS AND COMMUNICATING TO THE UNIT,	CAO(CA/IA)
58	CA-III	RECEIPT OF REVISED ANNEXURE I FOR SERVICE TAX PAYABLE ALONG WITH RELEVANT SEC. OF SUBLEDGER,	CAO(CA/IA)
59	CA-III	RAISING OF ATDS FOR INPUT SERVICE DISTRIBUTOR ALONG WITH INVOICE AND DETAIL TO THE DIFFERENT CIRCLE IN TIME FOR AVAILING CENVAT CREDIT,	CAO(CA/IA)
60	CA-III	PREPARATION OF FINAL DATA AS TO SERVICE TAX PAYABLE AND ELIGIBLE CENVAT CREDIT,	CAO(CA/IA)
61	CA-III	PASSING OF JOURNAL ENTRIES IN SAP AND ITS CLEARING ON MONTHLY BASIS,	CAO(CA/IA)
62	CA-III	GETTING OPINIONS FROM CONSULTANTS BASED ON THE INPUTS FROM DIFFERENT UNITS,	CAO(CA/IA)
63	CA-III	PREPARATION OF DATA FOR FILING SERVICE TAX RETURN,	CAO(CA/IA)
64	CA-III	PREPARATION OF RELEVANT ANNEXURE OF SCHEDULE III OF CLOSURE OF ACCOUNTS & TAX AUDIT,	CAO(CA/IA)
65	CA-III	RECEIVING REVISED DATA AND FILING THE REVISED SERVICE TAX RETURN,	CAO(CA/IA)
66	CA-III	ASSISTANCE IN INTERNAL, STATUTORY AUDIT & AUDIT BY SERVICE TAX DEPARTMENT FROM TIME TO TIME.	CAO(CA/IA)

67	CA-III	PREPARATION OF DATA FOR MONTHLY PAYMENT OF INCOME TAX BASED ON THE DATA SUBMITTED BY THE UNITS IN SAP ERP	CAO(CA/IA)
68	CA-III	PREPARE SANCTION MEMO FOR PAYMENT OF INCOME TAX/TDS AND SUBMITTED TO CSC FOR ONLINE PAYMENT TO CBDT	CAO(CA/IA)
69	CA-III	ON THE BASIS OF TDS CHALLAN, TDS PAYMENT ENTRIES HAVE BEEN ENTERED IN SAP ERP.	CAO(CA/IA)
70	CA-III	PREPARATION OF QUARTERLY TDS RETURN OF BOTH VENDORS AND SALARY	CAO(CA/IA)
71	CA-III	ISSUE OF QUARTERLY FORM 16A TO VENDORS	CAO(CA/IA)
72	CA-III	APPLY DIGITAL SIGN ON QUARTERLY FORM 16A TO VENDORS	CAO(CA/IA)
73	CA-III	PREPARATION OF ANNUAL ANNEXURE-II OF SALARY FOR WHOLE FINANCIAL YEAR	CAO(CA/IA)
74	CA-III	ANNUAL ISSUE OF FORM 16 TO EMPLOYEE OF PB CIRCLE (BOTH PART A AND PART B)	CAO(CA/IA)
75	CA-III	APPLY DIGITAL SIGN ON FORM 16 ISSUED TO EMPLOYEES	CAO(CA/IA)
76	CA-III	GETTING OPINION FROM CONSULTANTS ON VARIOUS UPDATED ON INCOME TAX AND THEREAFTER ISSUED GUIDELINES TO FIELD UNITS REGARDING NEW UPDATES.	CAO(CA/IA)
77	CA-III	PREPARATION OF DATA REGARDING INCOME TAX/TDS RECOVERABLE FROM VENDORS AND CORRESPONDINGLY SUBMITTED TO BSNL HQ	CAO(CA/IA)
78	CA-III	CONDUCTION OF TAX AUDIT FOR WHOLE CIRCLE	CAO(CA/IA)

79	INTERNAL AUDIT	CONDUCTING THE INTERNAL AUDIT INSPECTIONS OF SSAS/UNITS IN PUNJAB TELECOM CIRCLE.	CAO(CA/IA)
80	INTERNAL AUDIT	TO IDENTIFYING FRAUDS/IRREGULARITIES/CORRECTION OF MINOR IRREGULARITIES ON THE SPOT DURING INSPECTIONS.	CAO(CA/IA)
81	INTERNAL AUDIT	CO-ORDINATION WITH P & T AUDITORS & SSAS FOR SETTLEMENT OF P&T AUDIT PARAS, DRAFT AUDIT PARAS & C & AG PARAS.	CAO(CA/IA)
82	INTERNAL AUDIT	MONITORING OF SETTLEMENT OF INTERNAL AUDIT PARAS.	CAO(CA/IA)
83	INTERNAL AUDIT	MONTHLY STATEMENT OF INTERNAL AUDIT PARAS COMPILED AT CIRCLE LEVEL.	CAO(CA/IA)
84	INTERNAL AUDIT	MONTHLY STATEMENT OF P & T AUDIT PARAS COMPILED AT CIRCLE LEVEL.	CAO(CA/IA)
85	INTERNAL AUDIT	QUARTERLY STATEMENT OF INTERNAL AUDIT PARAS COMPILED AND SENT TO BSNL CORPORATE OFFICE NEW DELHI TIMELY.	CAO(CA/IA)
86	INTERNAL AUDIT	QUARTERLY STATEMENT OF P & T AUDIT PARAS COMPILED AND SENT TO BSNL CORPORATE OFFICE NEW DELHI TIMELY.	CAO(CA/IA)
87	ERP	MASTER DATA MANAGEMENT IN ERP FICO MODULE LIKE CREATION / UPDATION OF VENDORS, ELECTRICITY METER MASTER ETC, FICO ROLES & AUTHORIZATIONS ETC	CAO(IOBAS)
88	ERP	HANDHOLDING TRAINING / GUIDANCE TO F& A OFFICERS OF SSAS / UNITS FOR VARIOUS PROCESSES & ACTUAL WORKING IN ERP SYSTEM	CAO(IOBAS)
89	ERP	RESOLUTION OF VARIOUS ISSUES RAISED BY SSAS / UNITS ON MANTIS W.R.T. ERP SYSTEM (FICO MODULE)	CAO(IOBAS)
90	ERP	LIASIONING WITH BSNL HQ CORE TEAM (FICO MODULE) FOR VARIOUS ERP ISSUES	CAO(IOBAS)

91	ERP	ENSURING SMOOTH FUNCTIONING OF ERP FICO MODULE IN PUNJAB TELECOM CIRCLE AS A PUNJAB ERP FICO CORE TEAM MEMBER	CAO(IOBAS)
92	ERP	WRITING LETTERS, ISSUANCE OF INSTRUCTIONS TO SSAS ETC & OTHER MISC WORK AS MAY BE GIVEN BY SENIORS	CAO(IOBAS)
93	CSC	PROCESSING AND ISSUE OF CHEQUES IN R/O ELECTRCITITY BILLS AND STATUTORY PAYMENTS IE. VAT, WCT, ETC.	CAO(CSC)
94	CSC	PAYMENT OF ONLINE EPF, TDS, SERVICE TAX IN R/O WHOLE PUNJAB TELECOM CIRCLE.	CAO(CSC)
95	CSC	ISSUE OF CHEQUES IN R/O TELECOM REFUND CASES.	CAO(CSC)
96	CSC	MANUAL ADJUSTMENT OF OFFLINE PAYMENT THROUGH F-53	CAO(CSC)
97	CSC	PROCESSING OF VENDOR PAYMENTS THROUGH NEFT/RTGS	CAO(CSC)
98	CSC	BANK FILE GENERATION FOR VENDOR PAYMENTS ON DAILY BASIS.	CAO(CSC)
99	CSC	OFFLINE PAYMENT IN R/O DOT CELL, COURTS CASES, CUSTOM DUTY ETC.	CAO(CSC)
100	CSC	PREPARATION OF OPERATIONAL BANK RECONCILIATION STATEMENT FOR CENTRALIZED OPERATIONAL BANK ACCOUNT.	CAO(CSC)
101	CSC	PROCESSING OF BANK FILES APPROXIMATE 8000 EMPLOYEES RELATING TO STAFF SALARY ON MONTHLY BASIS.	CAO(CSC)
102	CSC	TRANSFERRING OF STAFF SALARY FROM BANK INTO EMPLOYEE'S SALARY ACCOUNTS.	CAO(CSC)

103	CSC	RECONCILIATION OF PAY AND 3 RD PARTY SCHEDULES ON MONTHLY BASIS	CAO(CSC)
104	CSC	PROCESSING OF HR 3 RD PARTY PAYMENT DEDUCTED FROM THE SALARY OF EMPLOYEES LIKE BANK MOU, LIC, UNION, GSLI, PRD ETC.	CAO(CSC)
105	CSC	PROCESSING OF BANK FILES RELATING TO GPF,TA,LTC ADVANCES ETC.	CAO(CSC)
106	CSC	SETTLEMENT OF DOT CELL PAYMENT AND EPF PAYMENT ON MONTHLY BASIS.	CAO(CSC)
107	CSC	RECONCILIATION OF BANK GL ON DAILY BASIS.	CAO(CSC)
108	CSC	WRITTEN BACK OF TIME BARRED CHEQUES.	CAO(CSC)
109	CSC	CREATION OF VENDOR AND PAY KEY IN R/O HR THIRD PARTY.	CAO(CSC)
110	CSC	PROCESSING OF OFF CYCLE PAYMENTS I.E. TA ADVANCE, LTC ADVANCE, GPF ETC.	CAO(CSC)
111	CSC	CANCELLATION OF CHEQUES.	CAO(CSC)
112	CSC	REVERSAL OF NEFT/RTGS RETURN BY BANK ON DAILY BASIS.	CAO(CSC)
113	BANKING	WORK RELATING TO FUNDS REQUISITION & ITS AUTHORIZATION TO SSAS/UNITS.	CAO(CSC)
114	BANKING	CONFIRMATION OF OPERATION & COLLECTION ACCOUNT REGARDING THE FUNDS RECEIVED AND REMITTED TO CORP. OFFICE ON MONTHLY BASIS.	CAO(CSC)

115	BANKING	RECONCILIATION OF FUNDS TRANSFERRED BY BANKS AT SSA LEVEL WITH THE AMOUNT CREDITED IN CIRCLE IFA COLLECTION ACCOUNT DATE WISE.	CAO(CSC)
116	BANKING	RECEIPT OF REVIEW OF BRS OF COLL. A/C & OPN. A/C, CASH FLOW STATEMENT (COLL. A/C) FROM ALL SSAS, ITS ANALYSIS AND SUBMISSION TO CORPORATE OFFICE ALONG WITH RELATED STATEMENTS.	CAO(CSC)
117	BANKING	SUBMISSION OF MONTHLY STATEMENT TO CORPORATE OFFICE (COLL. A/C) SHOWING REMITTANCE TO H.Q. ALONG WITH STATEMENT OF OTHER RECEIPTS, FUNDS SURRENDERED IN RESPECT OF OPERATION ACCOUNT & POSTING THEREOF IN SAP REGARDING TRANSFERRED OF FUNDS TO CORP. OFFICE ON DAILY BASIS.	CAO(CSC)
118	BANKING	SUBMISSION OF HALF YEARLY CERTIFICATE REGARDING COMPLIANCE OF CORPORATE GOVERNANCE NORMS RELATING TO BUDGET AND BANKING FINANCE TO BE PUT BEFORE BSNL BOARD.	CAO(CSC)
119	BANKING	ENSURE TO LODGE INTEREST CLAIM BY THE SSAS/UNITS FOR THE DELAYED CREDITS BY BANK AND AFTER COMPILATION ITS SUBMISSION OF STATEMENT TO BSNL HQ.	CAO(CSC)
120	BANKING	OBTAINING OF CASH INSURANCE COVER POLICY FOR WHOLE PUNJAB CIRCLE IN RESPECT OF CASH IN TRANSIT/CHEST & GOLD COINS.	CAO(CSC)
121	BANKING	CO-ORDINATE WITH INTERNAL AUDIT/STATUTORY AND P& T AUDIT WORK RELATING TO BANKING ACTIVITIES.	CAO(CSC)
122	BANKING	SUBMISSION OF SALE OF CMTS REVENUE STATEMENT TO HIGHER AUTHORITIES IN CIRCLE OFFICE ON DAILY/MONTHLY/QUARTERLY/YEARLY BASIS.	CAO(CSC)
123	BANKING	RECEIPT OF BANK STATEMENTS FROM PNB AND POSTING THEREOF IN THE SYSTEM ON DAILY BASIS & RECONCILIATION OF THE SAME WITH FORTNIGHTLY STATEMENT RECEIVED FROM THE SSAS.	CAO(CSC)
124	BANKING	LIAISON WITH BANKS.	CAO(CSC)

125	BANKING	PLACING OF INDENT & GET SUPPLY OF SPECIAL CHEQUE LEAVES AS PER SAP FORMAT IN TIME.	CAO(CSC)
126	BANKING	PREPARATION OF COMPARISON CHART OF CASH COLLECTION, CMTS REVENUE AND SEGMENT/SERVICE WISE REVENUE.	CAO(CSC)
127	CA-II	INTER CIRCLE REMITTANCES – ORIGINATING	CAO(CSC)
128	CA-II	INTER CIRCLE REMITTANCES – RESPONDING	CAO(CSC)
129	CA-II	MANAGEMENT OF IBTMS PACKAGE AND LOCAL PACKAGE FOR ATS.	CAO(CSC)
130	CA-II	MAINTENANCE OF SERVICE BOOKS OF HEADS/IFAS OF SSAS.	CAO(CSC)
131	CA-II	PAY FIXATION CASES OF HEADS/IFAS OF SSAS.	CAO(CSC)
132	CA-II	PREPARATION & SUBMISSION OF ACTUARIAL & LEAVE ENCASHMENT STATEMENT TO CORPORATE OFFICE.	CAO(CSC)
133	CA-II	DOT SCHEDULES IN R/O GPF (DEBIT), GPF (CREDIT), LEAVE SALARY, PENSION CONTRIBUTION, CGEGIS.	CAO(CSC)
134	CA-II	RECONCILIATION WITH THE TRIAL BALANCE ON MONTHLY BASIS	CAO(CSC)
135	CA-II	BILLS AND RECOVERY OF RAILWAY AND CANAL DEPARTMENT.	CAO(CSC)
136	CA-II	GENERATION OF ECR FILE AND REMITTANCE OF EPF TO EPFO AND DEALING WITH EPF WITHDRAWAL/ADVANCE CASES.	CAO(CSC)

137	CA-II	LINKING OF UAN AND KYC THEREOF.	CAO(CSC)
138	IF	CHECKING OF FILES RELATING TO INTERNAL FINANCE ADVICE ON PAYMENT OF BILLS	CAO(IF)
139	IF	CHECKING OF FILES RELATING TO INTERNAL FINANCE ADVICE ON MATTERS OTHER THAN PAYMENT OF BILLS	CAO(IF)
140	IF	COMPLETION OF DPCS IN TIME BOUND MANNER	CAO(IF)
141	IF	REVIEW OF BANK GUARANTEES FROM VENDORS	CAO(IF)
142	IF	CHECKING OF FILES RELATING TO INTERNAL FINANCE ADVICE ON PAYMENT OF BILLS	CAO(IF)
143	IF	CHECKING OF FILES RELATING TO INTERNAL FINANCE ADVICE ON MATTERS OTHER THAN PAYMENT OF BILLS	CAO(IF)
144	IF	MAINTENANCE OF APARS OF FINANCE & ACCOUNTS STAFF OF PUNJAB CIRCLE AND DISPOSAL OF REPRESENTATION CASES RELATING TO ADVERSE REMARKS/GRADING IN THE APAR	CAO(IF)
145	IF	COMPILATION AND DISTRIBUTION OF CAPITAL BUDGET OF PUNJAB CIRCLE AND RELATED CORRESPONDENCE WITH BSNL HQ	CAO(IF)
146	IF	COMPLETION OF DPCS IN TIME BOUND MANNER AND PREPARATION OF ASSESSMENT SHEET FOR FINANCIAL UPGRADATION AND OFFICIATING ARRANGEMENT	CAO(IF)
147	IF	HANDLING OF COURT CASES, RTI CASES & PGRMS CASES	CAO(IF)
148	IOBAS	ISSUE OF IUC BILL:-	CAO(IOBAS)

149	IOBAS	CHECKING OF IUC BILLS GENERATED IN THE CDR BILLING SYSTEM AND APPROVING FOR FINAL BILLING.	CAO(IOBAS)
150	IOBAS	ISSUE OF IUC BILLS MONTHLY BASIS AFTER DOWNLOADING FROM CDR SYSTEM	CAO(IOBAS)
151	IOBAS	MAILING OF IUC BILLS AND DAILY SUMMARY TO PRIVATE OPERATORS EVERY MONTH	CAO(IOBAS)
152	IOBAS	UPLOADING THE IUC BILL IN ERP AND FEEDING THE RECEIVED PAYMENTS IN ERP SYSTEM	CAO(IOBAS)
153	IOBAS	DISPUTES SETTLEMENT W.R.T. THE ABOVE BILLS	CAO(IOBAS)
154	IOBAS	LIASONING WITH THE ITPC STAFF TO SETTLE THE DISPUTES RAISED BY THE OPERATORS.	CAO(IOBAS)
155	IOBAS	WATCHING THE RECOVERY OF INVOICES ISSUED ABOVE	CAO(IOBAS)
156	IOBAS	ISSUE OF DISCONNECTION NOTICE AND CLEARANCE OF OUTSTANDINGS.	CAO(IOBAS)
157	IOBAS	PREPARATION OF SUBLEDGER:-	CAO(IOBAS)
158	IOBAS	CONSOLIDATION OF CIRCLE SUBLEDGER AND SSA SUBLEDGER	CAO(IOBAS)
159	IOBAS	PREPARATION OF JOURNAL SLIPS AND MONTHLY RECOILIATION WITH SUBLEDGER	CAO(IOBAS)
160	IOBAS	PREPARATION OF AMOUNT OF SERVICE TAX TO BE PAID DULY RECONCILED WITH THE TRIAL BALANCE.	CAO(IOBAS)

161	IOBAS	PREPARATION OF WEEKLY COLLECTION STATEMENT AND SUBMITTING TO BANKING SECTION.	CAO(IOBAS)
162	IOBAS	PREPARATION OF REVENUE ANALYSIS REPORTS AND SLR REPORTS	CAO(IOBAS)
163	IOBAS	PREPARATION OF MONTHLY COLLECTION STATEMENT AND SUBMITTING TO CASH SECTION FOR RECONCILIATION WITH CASH BOOK.	CAO(IOBAS)
164	IOBAS	MONTHLY RECONCILIATION OF SUBLEDGER WITH TRIAL BALANCE	CAO(IOBAS)
165	IOBAS	PREPARING THE DATA FOR ACCRUED INCOME AND BOOKING THE SAME IN SAP ON YEARLY BASIS	CAO(IOBAS)
166	IOBAS	ISSUE OF PORTS & INFRA BILL:-	CAO(IOBAS)
167	IOBAS	GENERATING THE ANNUAL PORTS & INFRA BILLS FOR ALL THE POIS LOCATED IN PUNJAB CIRCLE THROUGH SAP	CAO(IOBAS)
168	IOBAS	ISSUE OF ANNUAL PORTS & INFRA BILL TO PRIVATE OPERATORS	CAO(IOBAS)
169	IOBAS	ISSUE OF SURRENDERED PORT & INFRA INVOICES AFTER GENERATING THE SAME THROUGH SAP EVERY MONTH	CAO(IOBAS)
170	IOBAS	WATCHING THE RECOVERY OF INVOICES ISSUED ABOVE	CAO(IOBAS)
171	IOBAS	SETTLEMENT OF DISPUTES IN R/O BILLS ISSUED FOR PORTS & INFRA CHARGES	CAO(IOBAS)
172	IOBAS	ISSUE OF DISCONNECTION NOTICE AND CLEARANCE OF OUTSTANDINGS.	CAO(IOBAS)
173	IOBAS	AUDIT:-	CAO(IOBAS)

174	IOBAS	REPLY TO THE AUDIT MEMO AND MAINTENANCE OF AUDIT RECORDS	CAO(IOBAS)
175	IOBAS	LIASONING WITH INTERNAL AUDITORS AND STATUTORY AUDITORS FOR CLOSING OF ANNUAL ACCOUNTS	CAO(IOBAS)
176	IOBAS	DEALING WITH AUDIT PARA AND CAG PARA.	CAO(IOBAS)
177	IOBAS	MISC:-	CAO(IOBAS)
178	IOBAS	DEALING WITH VARIOUS COURT CASES IN HON'BLE TDSAT/HIGH COURT/SUPREME COURT	CAO(IOBAS)
179	IOBAS	RECEIPT OF DEMAND NOTE PAYMENT AND ITS RECORD	CAO(IOBAS)
180	IOBAS	TDS RECORDS AND RECEIPT OF TDS CERTIFICATES	CAO(IOBAS)
181	IOBAS	ISSUE OF CABLE DAMAGE CHARGE BILLS AND THEIR RECOVERY.	CAO(IOBAS)
182	IOBAS	SURCHARGE ON DELAYED PAYMENT OF BILLS AND THEIR RECOVERY.	CAO(IOBAS)
183	IOBAS	MAINTANANCE OF RECORDS IN THE COMPUTER-IOBAS	CAO(IOBAS)
184	IOBAS	CORRESPONDENCE WITH THE OPERATORS, SERVICE TAX AUTHORITIES, CMTS, ITPC,BANKS, SSAS AND CORPORATE OFFICE.	CAO(IOBAS)

185	IOBAS	DEALING WITH STAFF CASES,LEAVE CASES ETC.	CAO(IOBAS)
186	IOBAS	ANNUAL REVIEW OF BANK GUARANTEE	CAO(IOBAS)
187	IOBAS	DEALING WITH SECURITY REFUND CASES OF PRIVATE OPERATORS.	CAO(IOBAS)
188	IOBAS	DEALING WITH OLD CASES OF NTR, JALANDHAR	CAO(IOBAS)
189	IOBAS	IUC BILL:-	CAO(IOBAS)
190	IOBAS	CHECKING OF IUC BILLS PREPARED IN THE NEW CDR BILLING SYSTEM & CMTS-49 AND GIVING THE SIGN OFF FOR FINAL BILLING.	CAO(IOBAS)
191	IOBAS	PROCESSING OF IUC BILLS RECEIVED FROM THE OTHER OPERATORS BY PREPARING THE COMARISON LIST EVERY MONTH	CAO(IOBAS)
192	IOBAS	GETTING THE APPROVAL OF GM(CFA) THROUGH SEPARATE FILES OPERATOR WISE/SERVICE WISE	CAO(IOBAS)
193	IOBAS	GETTING THE APPROVAL OF GM(CFA) THROUGH ERP OPERATOR WISE/SERVICE WISE	CAO(IOBAS)
194	IOBAS	ENDORSEMENT OF PASS ORDERS ON ALL THE BILLS AND SUBMISSION OF THE SAME TO AO(CLAIMS)/CSC FOR RELEASING THE PAYMENTS	CAO(IOBAS)
195	IOBAS	ISSUE OF VARIATION CLAIMS TO THE OPERATOR ALONGWITH THE ANALYSIS OF DAILY SUMMARY RECEIVED FROM THE OPERATOR	CAO(IOBAS)
196	IOBAS	DISPUTES SETTLEMENT W.R.T. THE ABOVE BILLS	CAO(IOBAS)

197	IOBAS	LIASONING WITH THE ITPC STAFF TO SETTLE THE DISPUTES RAISED BY THE OPERATORS.	CAO(IOBAS)
198	IOBAS	SETTLEMENT OF SUPPLIMENTARY BILLS	CAO(IOBAS)
199	IOBAS	SLR & VARIOUS REPORTS:-	CAO(IOBAS)
200	IOBAS	QUARTERLY REPORT OF PAYABLE AMOUNT TALLIED WITH TRIAL BALANCE.	CAO(IOBAS)
201	IOBAS	PREPARATION OF FUND REQUIREMENT I.E. 6TH, 16TH AND 26TH.	CAO(IOBAS)
202	IOBAS	CREATION OF LIABILITY AS WELL AS REVISED ESTIMATE AND BUDGET ESTIMATE	CAO(IOBAS)
203	IOBAS	PREPARATION OF AGR STATEMENT ON THE BASIS OF DATA RECEIVD FROM CMTS ON QUARTERLY BASIS AND PREPARATION OF J/S.	CAO(IOBAS)
204	IOBAS	AUDIT:-	CAO(IOBAS)
205	IOBAS	SETTLEMENT OF DISPUTE BY GIVING CDR AND SUPP. PAYMENT.	CAO(IOBAS)
206	IOBAS	DEALING WITH AUDIT PARA AND CAG PARA.	CAO(IOBAS)
207	IOBAS	REPLY TO THE AUDIT MEMO AND MAINTENANCE OF AUDIT RECORDS	CAO(IOBAS)
208	IOBAS	MISC:-	CAO(IOBAS)

209	IOBAS	DEALING WITH COURT CASES	CAO(IOBAS)
210	IOBAS	DEALING WITH OLD CASES OF NTR, JALANDHAR	CAO(IOBAS)
211	IOBAS	LIASONING WITH INTERNAL AUDITORS AND STATUTORY AUDITORS	CAO(IOBAS)
212	IOBAS	DEALING WITH OLD CASES OF NTR, JALANDHAR	CAO(IOBAS)
213	IOBAS	CREATION OF LIABILITY AS WELL AS REVISED ESTIMATE AND BUDGET ESTIMATE	CAO(IOBAS)
214	IOBAS	SMS BILLING AND PAYMENTS	CAO(IOBAS)
215	IOBAS	ISSUE OF SMS INVOICES ON MONTHLY BASIS TO THE PRIVATE OPERATORS ON THE BASIS OF CIRCLE-WISE SMS POIS AFTER CHECKING, STAMPING, DISPATCHING AND E-MAIL.	CAO(IOBAS)
216	IOBAS	MAINTENANCE OF BILL ISSUE DATA IN MS-EXCEL MENTIONING THE OPERATOR NAME, POI NAME, BILL FOR THE M/O, SLR MONTH, INVOICE NO., DATE OF ISSUE, PAY BY DATE, BILLED AMOUNT, S. TAX ON AMOUNT BILLED AND TOTAL AMOUNT OF BILL FOR RECORD & PREPARATION OF VARIOUS STATEMENTS LIKE SERVICE TAX SANCTION, MONTHLY ABF STATEMENT ETC.	CAO(IOBAS)
217	IOBAS	ENTERING THE BILL ISSUED DATA IN ERP ALSO AND DOCUMENT NO. SO CREATED IS ALSO MAINTAINED OFFLINE IN MS-EXCEL.	CAO(IOBAS)
218	IOBAS	THE SAME IS ALSO ENTERED IN ERP AND DOCUMENT NO. IS ALSO MAINTAINED OFFLINE IN MS-EXCEL.	CAO(IOBAS)

219	IOBAS	MAINTENANCE OF PAYMENT DATA IN MS-EXCEL MENTIONING THE OPERATOR NAME ITS ENTITY NAME, POI NAME, BILL FOR THE M/O, SLR MONTH, INVOICE NO., BILL RECEIVED DATE, INVOICE DATE AND DUE DATE, OPERATOR BILL AMOUNT, RECONCILIATION AMOUNT, PASSED AMOUNT, S. TAX ON AMOUNT PASSED FOR RECORD AND PREPARATION OF VARIOUS STATEMENTS LIKE , LICENSE FEES DEDUCTION DATA, E-MAIL OF PAYMENT DETAIL TO OPERATORS.	CAO(IOBAS)
220	IOBAS	PREPARATION OF COLLECTION STATEMENT RELATED TO SMS BILLS ISSUED TO OPERATORS MENTIONING THE DOCUMENT NO. AND CUSTOMER CODE.	CAO(IOBAS)
221	IOBAS	ANALYSIS OF PAYMENT RECEIVED WITH ISSUED AMOUNT TO CALCULATE THE OUTSTANDING, TO ISSUE THE DISCONNECTION NOTICES TO OPERATORS WHICH FAILS TO MAKE THE PAYMENTS BY DUE DATE AND FINALLY SETTLEMENT OF DISPUTES.	CAO(IOBAS)
222	IOBAS	JS AND OPERATOR-WISE LEDGER OF SMS IS PREPARED.	CAO(IOBAS)
223	IOBAS	SLR FOR BOTH RECEIVABLE RELATED TO SMS IS PREPARED.	CAO(IOBAS)
224	IOBAS	CREATION OF LIABILITY AS WELL AS REVISED ESTIMATE AND BUDGET ESTIMATE	CAO(IOBAS)
225	IOBAS	PREPARATION OF AGR STATEMENT ON THE BASIS OF DATA RECEIVED FROM CMTS ON QUARTERLY BASIS AND PREPARATION OF J/S.	CAO(IOBAS)
226	IOBAS	SETTLEMENT OF DISPUTE BY GIVING CDR AND SUPP. PAYMENT.	CAO(IOBAS)
227	IOBAS	LIASONING WITH INTERNAL AUDITORS AND STATUTORY AUDITORS	CAO(IOBAS)

228	IOBAS	W.E.F. 01/09/2014 ALL THE INVOICES OF SMS IUC BILLS ARE BEING UPLOADED ON THE ERP	CAO(IOBAS)
229	TR	1 BILLING	CAO(TR)
230	TR	(I) MONITORING OF ISSUANCE OF MONTHLY/BIMONTHLY/QUARTERLY/HALF YEARLY/ANNUALLY BILLS BY SSAS I/R/O:-	CAO(TR)
231	TR	LANDLINE	CAO(TR)
232	TR	BROADBAND	CAO(TR)
233	TR	STD PCOS	CAO(TR)
234	TR	GSM	CAO(TR)
235	TR	WIMAX	CAO(TR)
236	TR	LEASED CIRCUITS	CAO(TR)
237	TR	(II) ENSURING MONITORING OF DISPATCH OF BILLS AT SSA LEVEL TO POST OFFICE FOR DISTRIBUTION IN VIEW OF TIMELINE FIXED BY BSNL HQ.	CAO(TR)
238	TR	(III) ENSURING ABOVE MONITORING TO ACHIEVE THE 1ST MONTH COLLECTION EFFICIENCY TARGETS FIXED BY BSNL HQ	CAO(TR)
239	TR	(IV) ENSURING OF TIMELY RESOLUTION OF CDR BILLING DOCKETS BY SSA THROUGH LIASIONING WITH ITPC.	CAO(TR)

240	TR	(V) ENSURING IMPLIMENTATION OF INSTRUCTIONS RELATING TO UN DELIVERED TELEPHONE BILLS AT SSA LEVEL AND MONITORING THEREOF	CAO(TR)
241	TR	(VI) ENSURING MONTHLY REVIEW OF INCORRECT PINCODE OF NEW CUSTOMERS ACTIVATED AT SSA LEVEL AND UPDATION THEREOF	CAO(TR)
242	TR	2 PMS	CAO(TR)
243	TR	(I) ENSURING OF TIMELY FEEDING OFFLINE TRC IN CDR /KENAN RECEIVED FROM POST OFFICE AND BANKS AT SSA LEVEL.	CAO(TR)
244	TR	(II) ENSURING REVIEW RELATING TO SCHEDULE PENDING FOR FEEDING IN PMS AT SSA LEVEL AS PER REPORT AVAILABLE IN ITPC IM SERVER I/R/O FOLLOWING:-	CAO(TR)
245	TR	ON LINE CSC COUNTERS	CAO(TR)
246	TR	POST OFFICES	CAO(TR)
247	TR	SUIWIDHA CENTRES	CAO(TR)
248	TR	BANKS	CAO(TR)
249	TR	BSNL PORTAL PAYMENTS	CAO(TR)
250	TR	3 DISCONNECTION	CAO(TR)
251	TR	(I) ENSURING TIMELY INFORTMATION TO SSA REGARDING MONTHLY DUNNING DATE FIXED BY ITPC/ CMTS NODAL DATA CENTRE.	CAO(TR)

252	TR	(II) ENSURING TO ARREST THE DECLINE IN NUMBER OF LANDLINE TELEPHONE CONNECTION AT SSA LEVEL	CAO(TR)
253	TR	(A) TR SECTION OF SSAS, REMINDS THOSE CUSTOMER TELEPHONICALLY BEFORE DUNNING, WHO HAVE NOT DEPOSITED THEIR DUES BY DUE DATE, TO PAY THE OUTSTANDING DUES. REMINDING SOFTWARE HAS BEEN DRAWN WHERE THE PERSON WHO REMIND THE CUSTOMER, UPDATE THEIR FEEDBACK FROM DEC.2015 ONWARDS.	CAO(TR)
254	TR	(B) DAILY REPORT REGARDING PENDENCY ON ACTION TAKEN AT SSA LEVEL RELATING TO CUSTOMERS FEEDBACK ABOUT SERVICE AND BILLING IS BEING UPLOADED ON CIRCLE INTRANET	CAO(TR)
255	TR	(C) AFTER DUNNING, MASTER FILE IS BEING SHARED WITH FIELD STAFF BY SSA'S TR SECTION, IN WHICH JTO/SDE/DE WISE BIFURCATION IS BEING DONE TO MONITOR THEIR DAILY RESTORATION PERFORMANCE. DAILY PAYMENT IS BEING UPDATED FROM PMS AND SHARED WITH FIELD STAFF BY TR SECTION.	CAO(TR)
256	TR	D)100% RESTORATION TARGET HAS BEEN FIXED FOR OGB CASES TO THE FIELD STAFF.	CAO(TR)
257	TR	II) DAILY DE WISE RESTORATION PERFORMANCE IS BEING MONITORED BY SSA HEAD THROUGH 'WHATSAPP' GROUP MESSAGE.	CAO(TR)
258	TR	III) WEEKLY SSA WISE RESTORATION PERFORMANCE IS BEING MONITORED AT CIRCLE LEVEL THROUGH 'WHATSAPP' GROUP MESSAGE,	CAO(TR)
259	TR	IV) FOR ICB CASES, FIELD STAFF VISITS THE CUSTOMER TO TAKE THEIR FEEDBACK REGARDING RESTORATION AND UPLOAD THE SAME IN THE REMINDING SOFTWARE.	CAO(TR)
260	TR	(D) DAILY PROGRESS ON THE ACTIVITIES AS MENTIONED IN (B) (I) TO (IV) ABOVE IS BEING MONITORED AT CIRCLE LEVEL BY DGM (TR), GM (F) & CGMT.	CAO(TR)

261	TR	(V) BY ENSURING ABOVE MONITORING TO ACHIEVE THE IIND & IIIRD MONTH COLLECTION EFFICIENCY TARGETS FIXED BY BSNL HQ	CAO(TR)
262	TR	4 REFUND	CAO(TR)
263	TR	(I) ENSURING TIMELY ISSUANCE OF REFUND OF SECURITY DEPOSITS RELATING TO BASIC, GSM AND WIMAX SERVICES BY SSA AS PER REPORT AVAILABLE ON ITPC IM SERVER REPORT AND INACTIVE LISTS PROVIDED BY GSM BILLING NODAL CENTER .	CAO(TR)
264	TR	(II) ENSURING REVIEW OF REFUND CASES PENDING AT SSA LEVEL AS PER REPORT AVAILABLE ON ITPC IM SERVER (REFUND REQUEST IDS FOR DEFAULTER/REFUND)	CAO(TR)
265	TR	5 ACCOUNTING	CAO(TR)
266	TR	(I) ENSURING TIMELY COMPIILATION AND SUBMISSIN OF MONTHLY CIRCLE SUB LEDGER TO BSNL HQ AS RECEIVED FROM SSAS RELATING TO :-	CAO(TR)
267	TR	LANDLINE	CAO(TR)
268	TR	BROADBAND	CAO(TR)
269	TR	FTTH	CAO(TR)
270	TR	LEASED CIRCUITS	CAO(TR)
271	TR	SURCHARGE	CAO(TR)

272	TR	SERVICE TAX	CAO(TR)
273	TR	(II) ENSURING OF MONTHLY REVENUE JS TO BE PASSED BASED ON SUB LEDGER REFERRED 5 (I) ABOVE AT SSA LEVEL	CAO(TR)
274	TR	6 DEFAULTERS MANAGEMENT	CAO(TR)
275	TR	(I) ENSURING MONTHLY REVIEW OF ISSUE OF FIRST DEFAULTER NOTICE BY SSA.	CAO(TR)
276	TR	(II) ENSURING MONTHLY OF ISSUE OF DEFAULTER NOTICES / LEGAL NOTICES TO DEFAULTER CUSTOMERS BY SSA.	CAO(TR)
277	TR	(III) MONTHLY REVIEW OF CASES SETTLED IN LOK ADALAT BY THE SSAS.	CAO(TR)
278	TR	(IV) ENSURING REVIEW OF CASES OF RECOVERY SUIT TO BE FILED IN COURT ABOVE RS.25000/- WITHIN PRESCRIBED TIME PERIOD AT SSA LEVEL.	CAO(TR)
279	TR	(V) ENSURING CONDUCT OF LBM & HPC MEETING ON PRESCRIBED PERIODICAL BASIS AT SSA LEVEL.	CAO(TR)
280	TR	(VI) ENSURING MONTHLY REVIEW OF POWER WISE DEFAULTER CASES AS PER WRITE OFF POLICY ON MONTHLY BASIS BY SSAS.	CAO(TR)
281	TR	(V) ENSURING MONTHLY REVIEW OF REVENUE LIQUATION TARGETS ACHIEVED BY SSA WITH REFERENCE TO TARGETS FIXED BY CIRCLE OFFICE.	CAO(TR)
282	TR	(VI) ENSURING ACHIEVEMENT OF WITH MONTH COLLECTION EFFICIENCY TARGETS BY SSAS AS FIXED BY BSNL HQ	CAO(TR)
283	TR	7 STATEMENTS	CAO(TR)

284	TR	(A) STATEMENT REVIEWED AT CIRCLE OFFICE LEVEL	CAO(TR)
285	TR	(D) FORTNIGHTLY:-	CAO(TR)
286	TR	MONITORING OF TOWER SHARING USO OPERATOR WISE OUTSTANDING BY CGMT	CAO(TR)
287	TR	MONITORING OF TOWER SHARING OTHER THAN USO OPERATOR WISE OUTSTANDING BY CGMT	CAO(TR)
288	TR	FORTNIGHTLY REVIEW BY GM (FIN) REGARDING CIRCUITS BILLS PENDING AND PAYMENTS RECEIVED AFTER PERSUANCE AT SSA LEVEL.	CAO(TR)
289	TR	(B) STATEMENTS TO CORPORATE OFFICE	CAO(TR)
290	TR	(II) MONTHLY:	CAO(TR)
291	TR	EMPOWERED COMMITTEE ON TARIFF (ECT) DISCOUNT CASE	CAO(TR)
292	TR	MONTHLY RECONCILIATION OF SUNDRY DEBTORS AS PER SLR AND TB I/R/O LEASED CIRCUITS ANNEX C	CAO(TR)
293	TR	MONTHLY STATEMENT OF O/S DUES OF LEASED CIRCUITS IN ANNEXURE A	CAO(TR)
294	TR	FLASH CIRCUIT	CAO(TR)
295	TR	MONTHLY STATEMENT IN CONNECTION WITH BILLING OF LEASED CIRCUITS COMMISSIONED	CAO(TR)

296	TR	REVENUE AND OUTSTANDING OF CIRCUITS	CAO(TR)
297	TR	PERFORMANCE MONITORING REPORT (PMR) ON QOS ON BB	CAO(TR)
298	TR	BILL OF KISAN CALL CENTRE	CAO(TR)
299	TR	EXCESS BILLING COMPLAINTS	CAO(TR)
300	TR	RE-LAUNCH OF DISCOUNT SCHEME FOR DEFAULTER	CAO(TR)
301	TR	RECOVERY THROUGH LOK AADALAT	CAO(TR)
302	TR	SAMAADHAN SCHEME STATEMENT I/R/O BROADBAND (BB)	CAO(TR)
303	TR	FLASH - REVENUE	CAO(TR)
304	TR	SUB LEDGER - BASIC	CAO(TR)
305	TR	SUB LEDGER - FTTH	CAO(TR)
306	TR	ABF - VAS ON BB	CAO(TR)
307	TR	REVENUE INFORMATION I/R/O DSPTS	CAO(TR)

308	TR	STATEMENT OF PENDING ARBITRATION CASES	CAO(TR)
309	TR	STATEMENT OF PENDING ARBITRATION CASES	CAO(TR)
310	TR	BILL DELIVERED THROUGH LINE STAFF	CAO(TR)
311	TR	(III) QUARTERLY STATEMENT	CAO(TR)
312	TR	BSO	CAO(TR)
313	TR	CONFIRMATION OF BILLING OF UPGRADED CIRCUITS UNDER THE BILLING CONTROLLING AUTHORITY (BCA)	CAO(TR)
314	TR	PERFORMANCE MONITORING REPORT (PMR) ON QOS ON BASIC	CAO(TR)
315	TR	SPECIAL PACKAGE TO NTPC	CAO(TR)
316	TR	(IV) HALF YEARLY	CAO(TR)
317	TR	CONSUMER EDUCATION AND PROTECTION FUND	CAO(TR)
318	TR	(V) YEARLY	CAO(TR)
319	TR	ATR (TRAI AUDIT)	CAO(TR)

320	TR	ATN (TRAI AUDIT)	CAO(TR)
321	TR	8 LIASON WITH AUDIT	CAO(TR)
322	TR	(I) CIRCLE IA	CAO(TR)
323	TR	(II) INTERNAL AUDIT BY CA	CAO(TR)
324	TR	(III) BRANCH AUDIT BY CA	CAO(TR)
325	TR	(IV) P& T AUDIT	CAO(TR)
326	TR	9 MONITORING OF REPORTS AVAILABLE ON ITPC IM SERVER ON WEEKLY, FORTNIGHTLY AND MONTHLY BASIS REGARDING PENDENCY AT SSA LEVEL	CAO(TR)
327	TR	(I) DISCONNECTION AND PAYMENT REMINDERS (DUNNING/RESTORATION)	CAO(TR)
328	TR	(II) UNBILLED ACCOUNT REPORTS	CAO(TR)
329	TR	(III) HEAVY ADJUSTMENTS PASSED BY SSAS	CAO(TR)
330	TR	IV) PMS MISSING SCHEDULE REPORT	CAO(TR)
331	TR	(V) VERIFICATION OF SERVICE CUSTOMERS	CAO(TR)

332	TR	(VI) MISSING CHEQUE INFORMATION IN REFUNDS (FOR TB)	CAO(TR)
333	TR	(VII) IN OUTSTANDING REPORT	CAO(TR)
334	TR	(VIII) VVIP AND VIP OUTSTANDING REPORT	CAO(TR)
335	TR	(IX) PENDING RESTORATION AND SUSPENDED ORDERS REPORT	CAO(TR)
336	TR	(X) CRM WORKLIST PENDENCY	CAO(TR)
337	TR	(XI) PS FILE TRACKER	CAO(TR)
338	TR	(XII) BEYOND USAGE LIMIT REPORT	CAO(TR)
339	TR	(XIII) INCOMING BARRED PENDING FOR PERMANENT DISCONNECTION	CAO(TR)
340	TR	IO MONITORING OF BI REPORTS AVAILABLE ON ITPC SERVER ON WEEKLY, FORTNIGHTLY AND MONTHLY BASIS	CAO(TR)
341	TR	(I) PMS- CHEQUE DISHONOUR REPORT	CAO(TR)
342	TR	(II) FMS-ANALYST DAILY REPORT	CAO(TR)
343	TR	(III) FMS-TICKETS/ALARM DAILY REPORT	CAO(TR)

344	TR	IV) MISCELLANEOUS - LOYALTY STATEMENT RELATING TO CUSTOMERS OPTED FOR BILLS THROUGH E MAIL ONLY	CAO(TR)
345	TR	(V) MISCELLANEOUS - LOYALTY POINTS REDUMPTION STATEMENT REPORT	CAO(TR)
346	TR	(VI) MISCELLANEOUS -ADJUSTMENTS PASSED ON THE BILLS FOR WHICH LOYALTY POINTS ARE EARNED	CAO(TR)
347	TR	II MISCELLANEOUS	CAO(TR)
348	TR	(I) ENSURING REGARDING PREPARTION OF WEEKLY, FORTNIGHTLY AND MONTHLY DATA FOR THE REVIEW BY CIRCLE HEAD AND IFA RELATING IMPORTANT PARAMETERS	CAO(TR)
349	TR	(II) ENSURING REGARDING PREPARTION OF AGENDA POINTS DATA PERTAINING TO QUARTERLY NORTH ZONE REVIEW MEETING BY DIRECTOR(CFA)	CAO(TR)
350	TR	(III) ENSURING REGARDING PREPARTION OF AGENDA POINTS DATA PERTAINING TO QUARTERLY HEADS OF SSA MEETING BY CIRCLE HEAD	CAO(TR)
351	TR	IV) ENSURING REVIEW OF MONTHLY PERMORMANCE REPORTS IN RESPECT OF BASIC, GSM, WIMAX AND CIRCUITS FROM BSNL HQ	CAO(TR)
352	TR	(V) ENSURING PREPARTION OF MONTHLY CIRCLE PERFORMANCE REPORT REGARDING SSA WISE ACHIEVEMENT OF TARGETS RELATING REVENUE, LIQUIDATION AND COLLECTION EFFICIENCY.	CAO(TR)
353	TR	(VI) PERFORMING DUTIES AS MEMBER IN TENDERING, COMMITTEES	CAO(TR)
354	TR	(VII) ENSURING COMPLIANCE OF ALL MAILS RECEIVED FROM NODAL BILLING CENTRE OF CDR AND CMTS THROUGH CIRCLE OFFICE	CAO(TR)

355	TR	(VIII) ENSURING REPLY OF PARLIAMENT QUESTIONS.	CAO(TR)
356	TR	(IX) ENSURING COMPLIANCE OF IMPORTANT / TIME BOUND CIRCULARS OF BSNL HQ PERTAINING TO CFA, CM, EB VERTICALS, ENDORSED TO SSAS BY CIRCLE OFFICE	CAO(TR)
357	TR	(X) ENSURING MONTHLY SSA WISE REVIEW OF CASES HAVING STATUS 'INACTIVE' IN CDR WHERE FINAL BILL NOT GENERATED WITHIN 60 DAYS AFTER COMPLETION OF PD ORDER WHICH IS DUE TO OPEN ORDERS RELATING TO SALE, COMPLAINT AND SERVICE.	CAO(TR)
358	TR	(XI) CHECKING OF TRAIFF I/R/O PROPOSAL SUBMITTED BY MARKETING SECTION FOR APPROVAL RELATING TO CIRCLE LEVEL AND HQ LEVEL.	CAO(TR)
359	TR	(XII) CHECKING OF DISCOUNT ON TARIFF RECOMMENDED BY ECT OF EB SECTION THROUGH I/R/O CIRCLE LEVEL AND HQ LEVEL.	CAO(TR)
360	TR	(XIII) ENSURE CLEARANCE OF THE REQUESTS RECEIVED IN WORKSPACE (INBOX AND OUTBOX) IN ERP SYSTEM	CAO(TR)