



महानगर टेलीफोन निगम लिमिटेड

(भारत सरकार का उद्यम)

MAHANAGAR TELEPHONE NIGAM LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

निगम कार्यालय, CORPORATE OFFICE

41/c

MTNL/CO/Pers/RPM/2012/KW/660 /19

26th June, 2015

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The Executive Director,
New Delhi./Mumbai.

The PGM(WS),
New Delhi/Mumbai.

Sub: Intimation of Leave

Recently, reporting structure for senior officers in MTNL have been modified and circulated vide reference No, MTNL/CO/Pers/RPM/2012/KW/660 dated 19th June, 2015 for all streams other than Finance and Vigilance and dated 23.6.2015 for Finance stream.

It is observed that while going on leave the concerned officer is taking approval of 1st reporting officer, who is competent authority in the matter but other higher authority in the hierarchy are not kept in the loop.

Therefore, Competent Authority has desired that all officers while proceeding on leave must inform their leave plan through SMS to their respective 1st reporting and reviewing authority for smooth functioning of concerned section/ department.

This issues with the approval of Competent Authority.

Copy : PS - CMD/D(HR)/D(FIN)/D(Tech).

OC


(Om Chandra)

Sr. Manager(Pers-I)



एम.टी.एन.एल.
MTNL

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MTNL/CO/Pers/RPM/2012/KW/660 /18

26th June, 2015

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The Executive Director,
New Delhi./Mumbai.

The PGM(WS),
New Delhi/Mumbai.

Recently, reporting structure for senior officers in MTNL have been modified and circulated vide reference No, MTNL/CO/Pers/RPM/2012/KW/660 dated 19th June, 2015 for all streams other than Finance and Vigilance and dated 23.6.2015 for Finance stream. The same concept is to be applied at lower levels also, observing the following cardinal principles:

- The SDO and Phone Mechanics are the respective Unit in-charges of all the telecom facilities under their jurisdiction.
- The Unit should have sufficient authority, resources and responsibility in such a fashion that blame game is stopped.

Necessary dual reporting system should be planned for other units for uniform treatment across MTNL and copy of the same be given to O/o GM(HR) for information and further necessary action.

This issues with the approval of Competent Authority.

Copy: PS / CMD / D(HR) / D(Fin) / D(Tech)

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(Om Chandra)
Sr.M(Pers-I)