

MAHANAGAR TELEPHONE NIGAM LIMITED
O/o DGM (BIT) WS, Tis Hazari, Delhi

To,

All GMs WS
MTNL Delhi

Sub: Usage policy for Executives and Non Executives regarding GSM Mobile Service Connections

As per the approval of 186th ECM dated 12.01.2012 and addendum approved by competent authority, the following policy has been approved:

The default plan / base plan for service connections shall be:

Item	Rate
Name of plan	Service 3G pay per second
Rental/Activation charge/Deposits	Rs 0
Local/STD Voice/Video calls	
Own network (landline/CDMA/GSM MTNL-Mumbai landline/CDMA/GSM)	Rs 0
Other network	Rs 0.01/sec
Data	Rs 0.01/12 KB
SMS	
Local	Rs 0 own network/Rs 0.25 other network
STD	Rs 1.00
ISD	Rs 2.5/Rs 5.00
MMS	Rs 3 per MMS
National Roaming	
Outgoing call	
Local	Rs 1.00/min
STD	Rs 1.50/min
ISD	As per BSNL rates
Incoming call	Rs 1.00/min
Data	Rs 0.01/12 KB
SMS	Rs 0.80/SMS

The following is the eligibility criteria for provision of GSM mobile service connection, permissible usage limit and additional facilities allowed at various levels.

Designation	GSM Mobile Service Telephone Connections
CGM/PGM or equivalent/HAG	One GSM mobile connection with STD/ISD/NR/3G/MMS. Usage worth Rs 3000 per month.
All SAG level officers (GMs or equivalent) in the units including Corporate office.	One GSM Mobile connection with STD/NR/3G/MMS. Usage worth Rs 2000 per month.
All JAG level officers (DGM or equivalent)	One GSM Mobile connection with STD/NR/3G/MMS. Usage worth Rs 1000 per month.
All STS level officers (DE or equivalent)	One GSM Mobile connection with STD/NR/2G/MMS. Usage worth Rs 700 per month.
All officers of the level equivalent to ADET/AEE/Dy Architect/Sr SDE/SDE/Asstt Arch/Sr AO/AO/AE/PS/SO/AD etc	One GSM Mobile connection with STD/NR/2G/MMS. Usage worth Rs 500 per month.
All officers of the level equivalent to JTO/JAO/JE/PS	One GSM Mobile connection with STD/NR. Usage worth Rs 500 per month.
Non Executives	No discount applicable. Respective EDs' are empowered to approve usage limit as prescribed for JTO level Officer.
Test connections	Maximum duration of 6 months. Respective EDs' are empowered to approve usage limit to a maximum of SAG level officer.
International Roaming test sims	These shall be governed by AA12/AA13 of respective roaming partner.
National Roaming test sims	Jeevansathi Plan with no commitment and no one time. Usage limit of Rs 1000.
MTNL Union members	Till such time usage policy for MTNL union members is finalized by IR unit, such GSM Mobile connections be provided usage limit prescribed for JTO level officer. Respective EDs' are empowered to approve usage limit prescribed for JAG level officer.

1. The usage discount shall include Voice/SMS/National Roaming/premium VAS services.
2. The officer is to maintain strict vigil over the usage and it should remain in the prescribed limit fixed as above. However any additional usage beyond the prescribed limit in view of workload with the concerned officer, on case by case basis, it shall be certified by the concerned officer duly approved by JAG or equivalent officer for levels up to STS or equivalent and shall be certified

by the concerned officer duly approved by SAG or equivalent officer for JAG or equivalent officer. For rest of the officers, the respective controlling officers shall certify it. In absence of such certification, the payment towards usage beyond prescribed limit is to be done by the concerned officer.

3. International Roaming shall be provided with the approval of concerned ED and its usage shall be certified by officer / countersigned by CGM or equivalent level officer.
4. Blackberry services (Rent free 2G/3G as the facility may be) shall be provided on case by case basis with the approval of concerned ED.
5. Data card shall be provided on case-by-case basis with the approval of concerned ED with data usage up to 10 GB for officers below JAG level and upto 20 GB for officers above JAG level and equivalent.
6. These instructions shall be applicable only for MTNL service connections. The provision of service connections to other organizations like DOT/BSNL etc shall be governed by the instructions issued by the respective organization/DOT.
7. Presently the o/s amount against service connections is not booked but the same is shown in the system, so as a one-time measure, the outstanding amount shown in a system up to **31.03.2012** against all such service connection shall be cleared, on receipt of certification by the user. The format is annexed.

This shall be implemented from 01.04.2012



Manager (IR)

Copy to:

1. PS to CMD, MTNL, Corporate Office.
2. Dir (Fin)/Dir (Tech) MTNL Corporate Office.
3. ED WS MTNL ND
4. PGM (D)/PGM (O) MTNL ND
5. Sr VP RA Corporate Officer MTNL ND
6. GM (Sales
HQ/TY/West/M)/(OP)(Fin)/(TRA)/(EL)/(CDMA)/(CPSL)/(LC)/(IR) for
policy towards MTNL union members/ (C&H
GSM/(Mkt)/(BB)/(SS)/(TP)/(IT) MTNL ND for information
7. All GMs, DGMs & Area Managers by email Area DGM (F) MTNL ND
8. DGM (TRA), DGM (IT)-Finance/All Area DGM (F) MTNL ND
9. DE (Internet) fro website updation/AGM (IT) MTNL Delhi
10. All Sanchar Haats.

Certification of usage for period ending 31-03-2012

It is certified that mobile no _____ has been working with me
in capacity as _____ for the period ending 31-03-2012 as
service connection and the usage is hereby certified.

(Signature)

Name:
Designation:
Employee No:
Date: