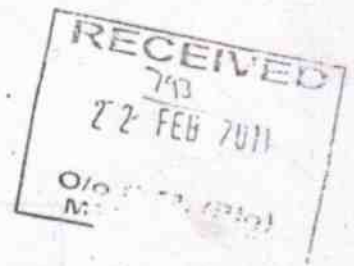


MAHANAGAR TELEPHONE NIGAM LIMITED
O/O THE EXECUTIVE DIRECTOR, KL BHAWAN
NEW DELHI-110 050



No.: STA-I/Misc/Civil/Elect./2011/3
Dated at ND the, 17-02-2011

To

All GMs (Gm-PLG&DEV)
MTNL,
New Delhi.

997
24/2/11

Sub: Amendment in MTNL Conduct, Discipline and Appeal Rules-Rule 16(6) reg. Immovable, Moveable and Valuable Property cases.

Kindly refer to Letter No. MTNL/CO/Pers/SR/Vol IV/1/2005 Dated 08.09.2010 issued by Jt. GM(HR) Corporate Office, on the subject mentioned above. In accordance with this amendment, all the cases related to Moveable, Immoveable and Valuable Property, which was earlier being dealt in the office of CGMs/PGMs, are being received by this office from the field units. It has been observed that the cases are being sent without complete documents and without scrutinizing the case. This is creating unwanted delay for disposing off the case and increasing the superfluous work by asking the required documents/clarifications.

In order to stream-line the process, it is requested that the cases of Moveable, Immoveable and Valuable Property may be sent after thoroughly checking the documents and ensuring that the cases are complete in all respect with the required documents along with the checklist. A copy of the checklist is enclosed herewith. The case may be sent after the recommendations/approval of GM (HQ)s of the respective units i.e. in the office of CGM(WS)/PGM(O)/PGM(D).

This issues with the approval of the Competent Authority.

(D.N. MISHRA)
DY. GENERAL MANAGER (A)

Encl: As stated above.

Copy to:-

- 1) CGM (WS)/PGM (O)/PGM(D), MTNL, ND, for kind information please.
- 2) GM (HQ-WS)/GM (HQ-O)/GM(HQ-D), MTNL, ND, for kind information pl.
- 3) SA to ED, MTNL, ND/Master file/Office copy.

for n/a
this
28/02/11
SS(A) 14-2
Ends to CGM(CC)/E.M./28/02/11
SS(A) copy forwarded to DE(CS)/DE(CO)/DE(CO)/DE(CO)/DE(CO)/DE(CO)/DE(CO)/DE(CO)
for circulation to n/a pl.
Encl. - Two pages (check list)

1st Divisional Engineer (Admin.)
O/o Dr. A. M. ...