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भारत संचार निगम लिमिटेड /BHARAT SANCHAR NIGAM LIMITED  
(भारत सरकार का उद्यम) / ( A GOVT.OF INDIA ENTERPRISE)  
मुख्य महाप्रबंधक का कार्यालय,तमिलनाडु दूरसंचार परिमंडल ,चेन्नै -600 006  
O/o CHIEF GENERAL MANAGER, BSNL, TAMILNADU CIRCLE,  
NEW ADMINISTRATIVE BUILDING, NO.16, GREAMS ROAD, 5<sup>TH</sup> FLOOR, CHENNAI-6.

| From  | To   |
|---|--|
| The Chief General Manager<br>Bharat Sanchar Nigam Limited<br>Tamilnadu Circle<br>No.16, Greams road<br>Chennai – 600 006. | 1) All PGMs/ GMs in TN Circle.<br>2) Chief Engineer (Civil/Electrical) Chennai.<br>3) All EEs (Civil /Electrical Divisions in TN Circle.<br>4) Sr. Architect Telecom, Chennai. |

No. TSA/10-152 /2014/2 Dated at Chennai -6 the 05-08-2014.

Sub: Merger of Civil/ Electrical Units with SSAs - reg.

Ref: 1) BSNL CO ND LR. No. CIT/8-10/2013/ERP/28  
DT. 16/12/2013.

2) BSNL CO, ND LR NO.CIT/8-1//2014/ERP/MOM  
DT. 31/03/2014.

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This has reference to BSNL Corporate Office New Delhi letter under reference and instructions from DGM (ERP) of this office.

As per the letter under reference (1) the merger of Civil/Electrical units with SSAs has been envisaged. As per this letter no separate accounting units (SSA/Business area) will be created under SAP Civil/Electrical units.

Further the Corporate Office has approved the merger in the following manner.

1. The office and administrative expenses of the head of the Civil/Electrical division will be handled through the headquarter of the Circle.
2. Each of the officers presently in charge of Civil/Electrical offices (existing officers of the Civil/Electrical Units) will be administratively reporting to the Head of the SSA and functionally to the Head of the Civil/Electrical division of the Circle. The office and administrative expenses of the Civil / Electrical offices will be handled through the DDO of the SSA.
3. There shall be no separate accounting unit for Civil/Electrical units in BSNL.

In order to implement the above Corporate Office instructions on merger of Civil/Electrical units with SSAs, the following instructions are hereby ordered with immediate effect.

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Civil and Electrical Divisions are merged as per Annexure I & II enclosed herewith.

Apart from the above, the following guidelines/procedures are conveyed for the merger activity.

1(i) The pay and allowances / remuneration of SE/CE/EE and all employees will be drawn from the concerned SSAs(e.g.Pay and allowance and remuneration of CE(C)/ CE (Electrical) and related staff at Chennai will be drawn by Tamilnadu Circle Office Chennai.

(ii) The Service Books of all staff and officers upto SDE level to be made over to the respective DDOs of the SSAs where the pay and allowance are being drawn, if not done already.

2. CAO Electrical and CAO Civil located at Chennai will be discharging duties of IFAs of SE/CE Electrical and Civil wing respectively.

3.The delegation of financial powers with CE/SE will remain unchanged. After the bills are passed by the concerned Civil/ Electrical units as in the past the payment block for such bills for ERP will be removed by CE Civil / CE Electrical. In respect of vendor invoices of rent and electricity the payment block will be removed by EEs.

4.The Executive Engineers of Civil/Electrical divisions will follow the MM/PS process for processing maintenance / CAPEX bills.

5.The SDE Civil / Electrical will be paid imprest / temporary advance by the AO of the SSA. They should settle the accounts directly by submitting their bills to the concerned SSAs.

6.The Fixed Assets Register of Civil and Electrical Assets will be maintained by the respective SSAs. Annual physical verification of fixed assets of Civil/Electrical nature will be conducted by the respective SSA in co-ordination with the local Civil/Electrical staff.

7. As far as USO sites are concerned the Civil/Electrical will continue the existing procedure. The USO tower maintenance bills will be processed as per the instructions contained in letter no.CA/ERP/FICO/111/67 Dated 15/06/2013.

(ii) All finance records pertaining to legacy period such as paid vouchers, files, pension files, TDS challans, pay bills, registers etc will continue to be under the custody of EEs.

8. All EEs of Civil/Electrical units are responsible to see that funds are requisitioned for the payments of bills through the SSA concerned in time and also the liability for contractual payments are provided information required for budgeting and MIS purposes are supplied as per the time schedule of SSAs.

9. The Executive Engineers of Civil/Electrical divisions are responsible to ensure safety of important records like Bills, MBs etc and adequate measures be taken during movements of the files and MBs from EE/ AO. Special care be taken about MBs which are permanent and basic records and concerned staff/officers handling these important records should be instructed suitably. The responsibility for misplacement / loss of any records in movement between two offices should be assigned clearly.

Administrative matters.

10.(i) The Executive Engineers of Civil / Electrical will have all the existing powers and responsibilities in respect of all matters, technical and administrative and financial etc. Their Organisational / hierarchical position will remain unchanged.

(ii) In view of changed scenario as above, the reporting structure from JTO Electrical upto SE Electrical will have a dual reporting system. First reporting will be to the next higher level in the SSA structure of planning wing and the second reporting the next higher level in the Civil/ Electrical structure. (Annexure A & B enclosed).

This has the concurrence of the IFA of the Circle and issued with the approval of CGMT Tamilnadu Circle.

Encl: As above.



( V.VELAPPAN)

उप महाप्रबंधक[एचआर]

Deputy General Manager [ HR]

कृते मु.म.प्र.बी.एस.एन.एल. / For CGM,BSNL

तमिलनाडु परिमंडल,चेन्नै.6 / Tamilnadu Circle,Chennai-6.

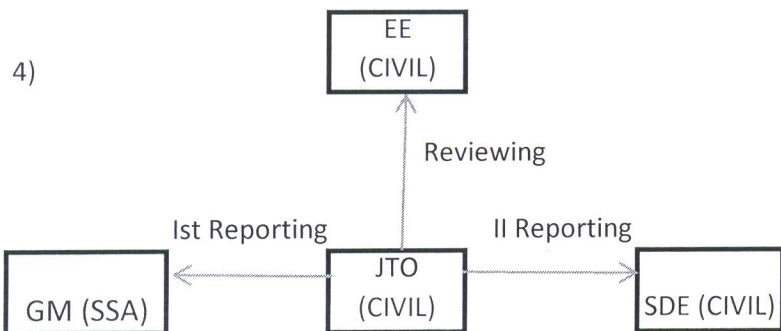
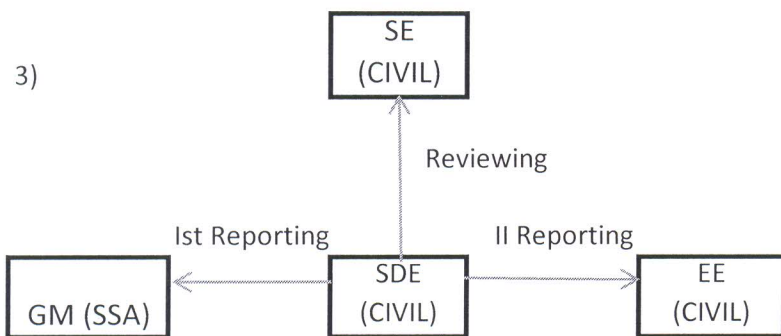
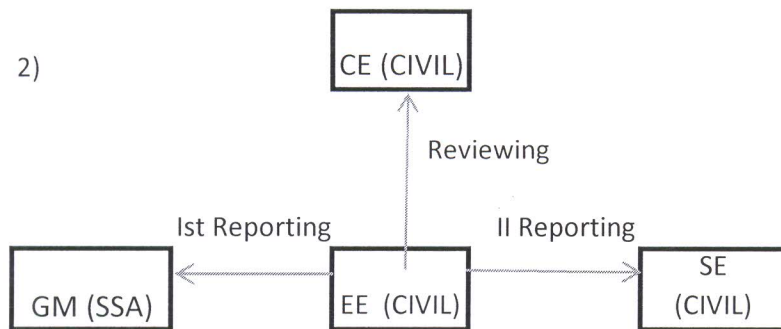
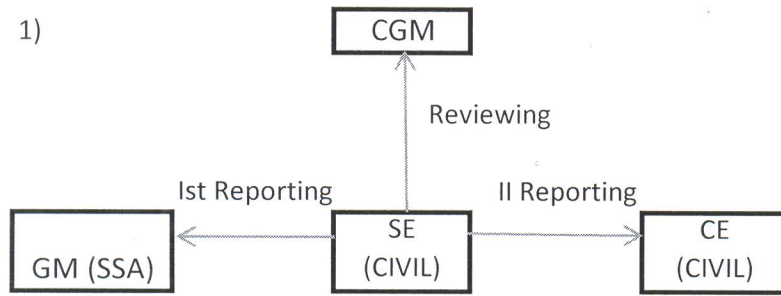
ERP /MERGER

## Annexure - I

| TN CIRCLE CIVIL DIVISION/SUB DIVISION |               |  |
|---------------------------------------|---------------|--|
| SL NO                                 | SSA Name      | DIVISION/SUB DIVISION                                |
| 1                                     | CIRCLE OFFICE | TNCZ,CIVIL DIVISION III,ABP,EXTERNAL PROJECT,CHENNAI |
|                                       |               | CIVIL SUB DIVISION IX,CHENNAI                        |
|                                       |               | CIVIL SUB DIVISION X, CHENNAI                        |
| 2                                     | COIMBATORE    | CIVIL DIVISION ,COIMBATORE                           |
|                                       |               | CIVIL SUB DIVISION ,COIMBATORE I                     |
|                                       |               | CIVIL SUB DIVISION ,COIMBATORE II                    |
|                                       |               | CIVIL SUB DIVISION ,TIRUPUR                          |
|                                       |               | CIVIL SUB DIVISION ,POLLACHI                         |
| 3                                     | CUDDALORE     | CIVIL SUB DIVISION ,CUDDALORE                        |
|                                       |               | CIVIL SUB DIVISION ,VILLUPURAM                       |
|                                       |               | CIVIL SUB DIVISION ,VIRUDHACHALAM                    |
| 4                                     | DHARMAPURI    | CIVIL SUB DIVISION ,DHARMAPURI                       |
| 5                                     | ERODE         | CIVIL DIVISION ,ERODE                                |
|                                       |               | CIVIL SUB DIVISION ,ERODE II                         |
|                                       |               | CIVIL SUB DIVISION ,ERODE III                        |
| 6                                     | KARAIKUDI     | CIVIL SUB DIVISION KARAIKUDI                         |
| 7                                     | KUMBAKONAM    | CIVIL SUB DIVISION KUMBAKONAM                        |
| 8                                     | MADURAI       | CIVIL DIVISION MADURAI                               |
|                                       |               | CIVIL SUB DIVISION MADURAI I                         |
|                                       |               | CIVIL SUB DIVISION MADURAI II                        |
|                                       |               | CIVIL SUB DIVISION MADURAI III                       |
|                                       |               | CIVIL SUB DIVISION DINDIGUL                          |
| 9                                     | NAGERCOIL     | CIVIL SUB DIVISION NAGERCOIL                         |
| 10                                    | NILGIRIS      | CIVIL SUB DIVISION NILGIRIS                          |
| 11                                    | PONDICHERRY   | CIVIL DIVISION PONDICHERY                            |
|                                       |               | CIVIL SUB DIVISION PONDICHERY                        |
| 12                                    | SALEM         | CIVIL DIVISION SALEM                                 |
|                                       |               | CIVIL SUB DIVISION NAMAKKAL                          |
|                                       |               | CIVIL SUB DIVISION SALEM I                           |
|                                       |               | CIVIL SUB DIVISION SALEM II                          |
| 13                                    | THANJAVUR     | CIVIL SUB DIVISION THANJAVUR                         |
| 14                                    | TIRUNELVELI   | CIVIL DIVISION TIRUNELVELI                           |
|                                       |               | CIVIL SUB DIVISION TIRUNELVELI                       |
| 15                                    | TRICHY        | CIVIL DIVISION TRICHY                                |
|                                       |               | CIVIL SUB DIVISION TRICHY I                          |
|                                       |               | CIVIL SUB DIVISION TRICHY II                         |
|                                       |               | CIVIL SUB DIVISION PUDUKOTTAI                        |
| 16                                    | TUTICORIN     | CIVIL SUB DIVISION TUTICORIN                         |
| 17                                    | VELLORE       | CIVIL SUB DIVISION VELLORE                           |
|                                       |               | CIVIL SUB DIVISION THIRUVANAMALAI                    |
| 18                                    | VIRUDHUNAGAR  | CIVIL SUB DIVISION VIRUDHUNAGAR                      |

| TN CIRCLE ELECTRICAL DIVISION/SUB DIVISION |                      |  |
|--|----------------------|--|
| SL NO                                      | SSA Name             | DIVISION/SUB DIVISION  |
| 1  | <b>CIRCLE OFFICE</b> | CE(E) TNEZ,SE(E)-I   |
|  |                      | ELECTRICAL DIVISION II,ABP,CHENNAI                             |
|  |                      | ELECTRICAL SUB DIVISION V,CHENNAI                              |
| 2  | <b>COIMBATORE</b>    | ELECTRICAL DIVISION ,COIMBATORE                                |
|  |                      | ELECTRICAL SUB DIVISION ,COIMBATORE I                          |
|  |                      | ELECTRICAL SUB DIVISION ,COIMBATORE II                         |
| 3  | <b>CUDDALORE</b>     | ELECTRICAL SUB DIVISION ,CUDDALORE                             |
| 4  | <b>DHARMAPURI</b>    | ELECTRICAL SUB DIVISION DHARMAPURI                             |
| 5  | <b>ERODE</b>         | ELECTRICAL SUB DIVISION ERODE                                  |
| 6  | <b>KARAIKUDI</b>     | ELECTRICAL SUB DIVISION KARAIKUDI                              |
| 7  | <b>KUMBAKONAM</b>    | ELECTRICAL SUB DIVISION KUMBAKONAM                             |
| 8  | <b>MADURAI</b>       | ELECTRICAL CIRCLE MADURAI                                      |
|  |                      | ELECTRICAL DIVISION MADURAI                                    |
|  |                      | ELECTRICAL SUB DIVISION MADURAI                                |
|  |                      | ELECTRICAL SUB DIVISION DINDIGUL                               |
| 9  | <b>NAGERCOIL</b>     | ELECTRICAL SUB DIVISION NAGERCOIL                              |
| 10   | <b>NILGIRIS</b>      | ELECTRICAL SECTION COONOR (UNDER SUB DIVISION - II COIMBATORE) |
| 11   | <b>PONDICHERRY</b>   | ELECTRICAL SUB DIVISION PONDICHERRY                            |
| 12   | <b>SALEM</b>         | ELECTRICAL DIVISION SALEM                                      |
|  |                      | ELECTRICAL SUB DIVISION SALEM                                  |
| 13   | <b>THANJAVUR</b>     | ELECTRICAL SUB DIVISION THANJAVUR                              |
| 14   | <b>TIRUNELVELI</b>   | ELECTRICAL DIVISION TIRUNELVELI                                |
|  |                      | ELECTRICAL SUB DIVISION TIRUNELVELI                            |
| 15   | <b>TRICHY</b>        | ELECTRICAL DIVISION TRICHY                                     |
|  |                      | ELECTRICAL SUB DIVISION TRICHY                                 |
|  |                      | ELECTRICAL SUB DIVISION KARUR                                  |
| 16   | <b>TUTICORIN</b>     | ELECTRICAL SUB DIVISION TUTICORIN                              |
| 17   | <b>VELLORE</b>       | ELECTRICAL SUB DIVISION VELLORE                                |
| 18   | <b>VIRUDHUNAGAR</b>  | ELECTRICAL SUB DIVISION VIRUDHUNAGAR                           |

# FLOW CHART FOR CIVIL WING



# FLOW CHART FOR ELECTRICAL WING

