

महानगर टेलीफोन निगम लि०

(भारत सरकार का उद्यम)

Mahanagar Telephone Nigam Ltd.

(A Government of India Enterprise)

CIN: L32101DL1986GOI023501



MTNL/CO/T&P/Committees/Manuals/2017-18

Dated: 03/07/2017

Subject: Formation of Committees for drafting Manuals, Working Procedures and Standing Orders for Directional and Systematic Working

It has been observed that the issue of absence of codified manuals and work procedures has been causing confusion among personnel and affecting their productivity. It is understood that personnel at various levels should have ready access to precisely formulated and clearly laid down objectives, policies and procedures relevant to their work.

2. In this regard, it has been decided to form 6 committees (as per details enclosed) who shall deliberate on the issue highlighted above and shall come out with Objectives, Policies, procedures and standing orders of each Unit working in MTNL. The Manual prepared by these committees shall be formulated such that they may guide personnel in day to day varied and complex tasks and enhance their productivity.

3. Chairperson of the committee may co-opt additional members as per their requirements and may also form sub-committees for submitting the recommendations in time bound manner. The draft recommendations may be submitted within 2 months of the issue of this order, while final recommendations may be submitted in 3 months time.

4. The Mandate of the committees shall include:

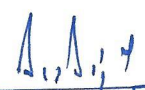
- Understanding and codify the Objectives of each Unit.
- Understand, workout and compile the work procedures in relevance to present scenario with a futuristic vision.
- Compile all the relevant policies and suggest modifications if required.
- Compile all relevant Standing Orders and suggest modifications in reference to future needs of MTNL.
- Recommendations for Directional and Systematic Working of personnel for smooth and coherent operations.

This is issued with the approval of CMD MTNL.

Encl: Structure of the Committees.

Copy To:

1. Dir (T)/Dir (HR&EB), MTNL CO for kind information Pl.
2. ED Delhi/Mumbai for kind information Pl.
3. All Committee Members for Necessary Action.


(Sanjay Singhal)
GM (Tech & Plg)

पंजीकृत एवं निगम कार्यालय : महानगर दूरसंचार सदन, 5वां तल, 9 सी.जी.ओ. कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003

फोन कार्यालय : 24319020, फैक्स : 24324243

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आप हमारे साथ हिन्दी में भी पत्राचार कर सकते हैं।

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S. No.	Unit	Committee		
		Chairman:	Members:	Mobile Number
1.	Technical Planning	Ajay Sharma (DGM Trans)	S N Rathi (Sr. Mgr. O/D) Delhi	9868132008
2.	MM Unit		C P Balyan (Sr SDE Trans) Delhi	9868139899
3.	Area GM		Sanjay Upadhyay (Mgr IT) Delhi	9868135357
4.	OP		Dinesh Bhatt (Mgr. MPLS) BB Unit, Delhi	9868137018
5.	Broadband		Sanjay Bharadwaj (Mgr. Tx) Delhi	9868134525
6.	Transmission		P.K. Nambi (Mgr. Plg.) Mumbai	9869641313
7.	IT		Vikrant Singh, (Mgr. Tx. Plg) Delhi	9013133133
			G.T. Sodha (Mgr. Trans.) Mumbai	9869227887
			R.P. Mishra (Mgr. DM Unit), Mumbai	9869274477
			Sandeep Rathi (Dy. Mgr. Legal) CO	9868135830
8.	HR	R K Tanwar (DGM HR)	S S Kerketta (Dy. Mgr. HR) CO	9868289400
9.	Legal		Sunil Sonkar, (Dy. Mgr. MLDN), Delhi	9013131114
10.	Admin		R.A. Yadav, (Mgr. Admin.) Mumbai	9869270388
11.	Company Secretary		Sanjeev Kumar (Sr. Mgr Mktg) Delhi	9868134466
12.	Marketing & Sales	A K Sareen (DGM EB)	Vivek Goel (Sr. Mgr. IN) Delhi	9868133933
13.	Regulatory Affairs & Commercial		Alok Kumar (Mgr. RA & C) CO	9013134975
14.	Customer care		R.K. Pal , (Dy. Mgr. EB) Delhi	9868131104
15.	New Business		V. Sudhir (Mgr. EB) Mumbai	9869466673
16.	Enterprise Business		R K Tonk (CAO WS) Delhi	9868137400
17.	Finance & Accounting TR Unit Banking Unit Pay & Account	K A Sarma Consultant (Accts)	Raj Kumar , (CAO P&D) Delhi	9868130046
			Puneet Saini (AO FMS) Delhi	9013131305
			Kumud Prasad, (Mgr. Fin) Mumbai	9969001210
			Mukul Dixit (Mgr. WS) Delhi	9868139876
18.	Wireless Services	S P Singh (DGM NSS)	Anuj Saxena (Sr. Mgr. BSS) WS Delhi	98681382100
			Anirudh Kumar (Dy. Mgr. packet core) Delhi	9013130001
			S.S. Shette (Mgr. WS) Mumbai	9869228989
			Mukesh Goel, E.E. (Elect.) Delhi	9868137147
19.	Civil & Electrical	R S Maan (S.E. Civil) Delhi	Suresh Chand Sharma, SDE (C) Delhi	9868134596
			B.K. Tiwari , SDE (C) Delhi	9868133944
			H.Y. Shaikh , (Mgr. P/P & AC) Mumbai	9869241584