

भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt of India Enterprise)

Admn Wing, Corporate Office,
1st Floor Bharat Sanchar Bhavan,
Janpath, New Delhi-01

No. 3-4/2009 MVT

Dated: 4 - 4-2012

Subject: Revised norms for provision of vehicles in BSNL field units.

In BSNL, Vehicles are provided in the field units to meet operational requirement of officers/officials based on specific norms evolved for the purpose. These norms were last issued vide this office letter no. 3-4/2006 MVT dated 27.2.2008. With the restructuring of BSNL and inception of new services, there was a constant demand for revision of existing norms/evolution of new norms. Accordingly, in pursuance of the recommendations of the committee constituted for the purpose, the competent authority, in supersession of all previous orders, has been pleased to lay down the following revised norms subject to **General Conditions laid down in Para VI.**

I. STAFF CARS & INSPECTION CARS (Common to all Wings)

1. Each CGM / PGM -- One Staff car (Petrol)
2. Each GM / Area GM / TDM-- One car (Diesel)
3. Each DGM on Out-Door Duties in SSAs / Projects / Mtce. etc. -- One car (Diesel)
4. Every Two DGMs in Circle/ District / Administrative HQ Offices-One car (Diesel)

(Note: Air-conditioned car for HAG level and above Officers)

II. LOCAL NETWORK MAINTENANCE (indoor & Outdoor)

1. Phones Divisions / Sub-Divisions / Groups (Mtce.)

- 1.1 Every 13K DELs (combined DELs) ---- One Vehicle

For the limited purpose of calculating entitlement of vehicles only for Local Network Maintenance, the following shall be treated as one DEL and to be added to determine combined DELs under this item.

Every landline connection.

Every two Broad Band connections (Rural)

Every Five Broad Band connections (Urban)

- 1.2 Every 750 VPTs -- One Vehicle

2. Route Maintenance

OFC and other routes falling in an SSA **where route parties are activated**, the following norms may be applied:

2.1 Every 1000 RKM or part thereof --- One Vehicle

(Note: - For calculating RKM, Multi routes / cables running parallel to each other should be counted only once)

3. Switching Installation

SSAs having approved expansion programme of 20K and above lines in a year, each SSA ----- One Vehicle

4. Planning (CFA)

Each Circle / Metro District HQ for the use of planning wing--- One Vehicle

5. (a) Wireless BTS Planning & Installation

For Planning; installation & commissioning of
Every 32 BTS in an LSA ----- One vehicle

(b) Wireless BTS Maintenance

- (i) Every 32 wireless BTS in an LSA ----- One Vehicle
- (ii) Each MSC in an LSA ----- One Vehicle

6. Wireless Service Zonal Equipment Nodes

Each DGM in Wireless Services Nodal Centre [**in charge of Nodal Equipment for the Zone**] be given one vehicle. In addition to vehicle for the DGM, 5 vehicles may be given to each Nodal Centre for activities like Planning; IN; Billing; VAS; Finance & Accounts etc.

7. Enterprise Business Units

For every 3 NAM/KAM in each Circle * ----- One Vehicle

*** Vehicle shall not be provided wherever the Circle has implemented incentive scheme for Account Manager where they are compensated by way of fixed Monthly charges.**

8. Store Transportation

Each Telecom District for Transportation of Stores --- One Pick-up truck

9. Vigilance

- 9.1 Each circle HQ - One Vehicle (vigilance).
- 9.2 Each SSA / District headed by PGMTD - One Vehicle (vigilance).
- 9.3 SSA/Distt. headed by GMTD with 100K DELs & above ----- One vehicle (Vigilance).
- 9.4 SSAs headed by an officer below GM level – NIL for vigilance.

10. Cash Collection / Deposit

Each Telecom District --- One fortified cash van for cash collection & deposit.

11. TR Out-Standing Pursuit Cell

For TRA unit in each Telecom District --One Vehicle for outstanding bills pursuit.

12. Mobile Bill Collection Van

12.1 For Telecom Districts having 50K to 120K DELs -- One Mobile Bill collection Van

12.2 Every additional 100K DELs above 120K DELs -- One additional Van.

12.3 For Telecom Districts below 50K DELs – No vehicle

13. Training Centres

13.1 RTTC

13.1.1 For the use of trainees --- One Mini Bus

13.1.2 For the Principal's Office-- One Vehicle

13.2 DTTC

13.2.1 For the use of trainees ---- NIL

13.2.2 For the Principal's Office-- One Vehicle

13.3 CTTC

13.3.1 For the use of trainees ---- One Mini Bus

13.3.2 For the Principal's Office-- One Vehicle

13.4 BRBRAITT

13.4.1 For the use of trainees --- One Bus of suitable seating capacity

13.4.2 For the Principal's Office-- as per norm at Para I (1) above for CGMs

13.5 ALTTC

13.5.1 For the use of trainees --- Two Buses of suitable seating capacity

13.5.2 For the Principal's Office-- as per norm at Para I (1) above for CGMs

14. Leased Line Circuits Maintenance

For Maintenance squads exclusively activated for Leased Line

Circuits' maintenance ----- One Vehicle (for each activated Squad)

III. PROJECT IMPLEMENTATION

1. LOCAL NETWORK DEVELOPMENT

1.1 Each DE (Project) / DE (Survey) ----- One vehicle

1.2 Every two SDEs (Projects.) ----- One vehicle

2. LONG DISTANCE NETWORK DEVELOPMENT

2.1 Each DE (Project) / DE (Survey) ----- One vehicle

2.2 Every two SDEs (Projects.) ----- One vehicle

2.3 Each Project Division ----- One Pick-up Truck

IV. LONG DISTANCE NETWORK MAINTENANCE

1. INSPECTING OFFICERS

- 1.1 Each DE (Mtce) One vehicle
- 1.2 Each DE Mtce. (Sub-Region)... One vehicle

2. OFC Routes

- 2.1 Every 400 RKM in Plains----- One Vehicle
- 2.2 Every 200 RKM in Hilly Areas----- One Vehicle

(Note: - For calculating RKM, Multi routes / cables running parallel to each other should be counted only once)

3. Microwave / UHF Routes

Every 4 Repeaters ----- One Vehicle

4. TAX (Level-I) 10K & above Maintenance

Each Level-I TAX Exchange having 10K & above capacity ----- One Vehicle

5. Satellite Hub Stations

- 5.1 Each Main Satellite station ----- Two Vehicles
- 5.2 Each Primary Satellite station----- One Vehicle

6. Leased Circuits and Broad Band Maintenance

Each Nodal Centre in the Region for Leased Circuits & Broad Band-- One Vehicle

7. Vigilance

Each Maintenance Region ----- One Vehicle for vigilance activities.

8. Cash Handling

Each Maintenance Region ----- One Vehicle for cash handling

V. AUXILIARY & FUNCTIONAL CIRCLES

1. Civil / Electrical / Architectural Wing

- 1.1 Each CE (Civil) / CE (Elec) / Chief Architect ----- One car (Diesel)
- 1.2 Each SE (Civil) / SE (Elec.) / Senior Architect ---- One car (Diesel)
- 1.3 Every Two SE (Civil) / SE (Elec.) / Senior Architect
posted in Planning / HQs ----- One car (Diesel)
- 1.4 Each EE (Civil) / EE (Elec.) / Architect posted in
Independent Construction / Maintenance Divisions-----One vehicle
- 1.5 Each Civil Sub-division in J&K, NE, Uttaranchal & HP Circles---- One vehicle
- 1.6 Each Sub-Division (Civil / Elec.) engaged in construction
in more than one SSA under their jurisdiction ----- One vehicle
- 1.7 For Electric mtce. of every 60 USO sites ----- One Vehicle

2. Quality Assurance Circle

2.1 Each DGM (QA) having independent charge of QA work ---- One Vehicle

2.2 Each DGM (QE) having independent charge of QE work ---- One vehicle

2.3 For GMs level officers — as per norm at Para I (2) above

3. Technical and Development Circle [Inspection Circle]

a) For inspection of A category circles – 4 vehicle

b) For inspection of B category circles – 3 vehicles

c) For inspection of C category circles - 2 vehicles

d) For GM level Officers ----- as per norms at Para I (2) above

1. National Centre for Electronic Switching (NCES)

4.1 Each Head of RCES ----- One car (Diesel)

4.2 For the HQ Office of CGM NCES ----One vehicle

5. Data Network Circle (DNW)

5.1 Circle DGM (Fin) / IFA and for DDO functions ----- One vehicle

5.2 Each DGM exclusively in-charge of Marketing & BD -- One vehicle

5.3 Every two DGMs at the Circle HQ ----- One vehicle

5.4 Each DGM exclusively in-charge of Project and / or

O&M functions and having outdoors duties ----- One vehicle

5.5 Every two Divisions under a DGM, exclusively in-charge

of project and/or O&M functions having outdoor duties--One vehicle

5.6 For GMs level officers — as per norm at Para I (2) above

6. IT Project Circle

6.1 One Car (Diesel) for every two DGMs.

6.2 One vehicle for every Four Divisional Engineers
under a DGM, in-charge of IT project.

1.3 For CGM & GM level officers – as per norms at Para I (1 & 2) above

VI. General Conditions:

- i) The pooling of vehicles should be implemented as a policy by the Heads of Circles in all their units to achieve optimum utilization and better availability of transport.
- ii) All cases for sanction of operational vehicles as per above norms will be decided by SSAs headed by GM level and above in consultation with their IFAs and justification of vehicles may be reviewed bi-annually if required. In all other cases it will be carried out annually. Existing instructions on hiring vehicles to the extent of 75% of shortage are still to be adhered to while engaging vehicles on hire.
- iii) All positional vehicles will be on incumbent basis and in the absence of any incumbent vehicle should not be justified for hiring.
- iv) Vehicles should not be procured against these norms and standards without prior approval of the Corporate Office.
- v) The economy orders issued by the Govt. of India/BSNL from time to time will be applicable on the above standards.
- vi) The type of vehicle entitled for officers on positional basis will be as per existing policy of BSNL and may be strictly followed. The generic term 'Vehicle' in all cases below the level of DGM will indicate 'Multi Utility Vehicle'.
- vii) All special sanctions or approval granted by DOT/BSNL for provision of vehicles in special cases will stand revoked


(Man Mohan Singh)

Asstt. General Manager (Admn II)

To

All Chief General Managers
Telecom Circles/Districts/Projects/Maintenance
Administrative & functional Circles

C.C. for kind information to :

PPS to Chairman & Managing Direction, BSNL;
PPS to all Functional Directors, BSNL
GM (EF), BSNL


(Man Mohan Singh)

Asstt. General manager (Admn II)