

- **Functionalities-A Snapshot**

- **Administration and Authorisation of Retirement Entitlements**

Checking and Sanction of Terminal Benefits & Pensions to retiring employees – DOT & BSNL

Revisions of pensions where required

Interfacing with the banks/post offices on pension issues

Conducting pension adalats

Collection of Leave salary and Pension Contribution from BSNL

- **Management of Claims Under USOF**

Processing claims submitted by the USPs

Disbursement of subsidies & claims

Field visits –inspections of VPTs / RCPs / RHDELs /Mobile

Data base management

Filing of periodical returns to USO Funds Administrator

Rural Telecom studies

- **Management of Licence Fee**

Assessment of AGRs submitted by the licensees/ISPs

Collection and accounting of licence fee

Management of Financial Bank Guarantees furnished by licensees/ISPs

Filing of periodical returns to HQ

License fee - Revenue analysis

- **Management of Spectrum Fee**
 - Assessment of AGRs for the spectrum charges due to be collected from the operators*
 - Collection and accounting of spectrum charges*
 - Filing of periodical returns to HQ*

- **Management of VSAT License Fees**
 - Billing & collection*
 - Filing of periodical returns to HQ*

- **Communication Financial Accounts**
 - Maintenance of financial accounts*
 - GPF settlements*
 - Maintenance of Broad-sheets on GPF, Loans & Advances i/r/o staff absorbed with BSNL*
 - Administration of the staff*
 - Budgeting*
 - Administrative inspections*
 - Computerization of accounts using PAO 2000*

- **Legal**
 - Representing DOT in legal cases*