

**INFORMATION MANUAL REQUIRED TO BE PUBLISHED
UNDER RIGHT TO INFORMATION ACT
BY
O/o THE PRINCIPAL CONTROLLER OF COMMUNICATION ACCOUNTS, TAMIL NADU
(PURSUANT TO SECTION 4 (1) (b) OF THE RIGHT TO INFORMATION ACT, 2005)**

<i>Requirements of Right to Information Act</i>	<i>Detailed At</i>
(i) The Particulars of its organisation, functions and duties	As detailed below at Chapter I
(ii) The powers and duties of its officers and employees	As detailed below at Chapter II
(iii) The procedure followed in the decision making process including channels of supervision and accountability	As detailed below at Chapter III
(iv) The norms set by it for the discharge of its functions	As detailed below at Chapter IV
(v) The rules, regulations, instructions, manuals and records, held by it under its control or used by its employees for discharging its functions .	As detailed below at Chapter V
(vi) A statement of the categories of documents that are held by it or under its control	As detailed below at Chapter VI
(vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof .	As detailed below at Chapter VII
(viii) A statement of the boards, councils, committees and other bodies NA consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	N/A
(ix) A directory of its officers and employees	As detailed below at Chapter IX
(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	As detailed below at Chapter X
(xi) The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made	As detailed below at Chapter XI Budget allocation is given in the budget. document published annually by the Budget Division Ministry of Finance
(xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes	As detailed below at Chapter XII
(xiii) Particulars of recipients of concessions, permits or authorisations granted by it	As detailed below at Chapter XIII
(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form	As detailed below at Chapter XIV
(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	No public library is maintained in PCCA TN. Information can be obtained at the enquiry counter during working hours or through internet through PCCA TN's site at ccatn.gov.in
(xvi) The names designations and other particulars of the Public Information Officers	As detailed below at Chapter XVI
(xvii) Such other information as may be prescribed	Payment of fee for seeking information under RTI-Act, 2005

CHAPTER – I
Particulars of the Organisation, its Functions and Duties

The Organisation :

The office of the DoT Cell, Tamil Nadu was one among the 44 DoT Cells created on 1.10.2000 due to the corporatisation of the Department of Telecom Operations and Department of Telecom Services. The nomenclature was changed from “DOT Cell” to Controller of Communication Accounts (CCA)

The Functions :

Administration and Authorisation Of Retirement entitlements

Realisation of Pension Contribution from BSNL

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

Administering the drawal of pension by pensioners of DOT & BSNL

Management Of Claims Under USOF

Projection

Field visits –inspections of VPTs / RCPs / RDELs / Mobile Infra Structure – Operator wise

Process of claims

Disbursement of various subsidies & claims

Data base management

Filing of periodical returns to USOFA

Management Of Licence Fee

Exercise checks on AGRs from licensees

Collection of license fee

Management of Financial Bank Guarantees furnished by licensees

Filing of periodical returns to HQ

Management Of Spectrum Fee

Billing & collection

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

Maintenance of Broad-sheets on GPF, Loans & Advances i/r/o staff absorbed with BSNL

Administration of staff of TEAM CCA

Budgeting

Executive inspections

Legal

Representing DOT in legal cases

The Vision_χ

*“To leverage and lead on its strategic positioning as **a unique institutional assurance of DOT** in its policy assurances and implementations at the ground level”*

The Mission_χ

*“To excel in its role as **a professional interface** between DOT & Its various stakeholders at the ground level.”*

The Profile

The CCA, Tamil Nadu caters to the pension settlement of BSNL employees of four circles:

Tamil Nadu Telecom Circle

Chennai Telephones

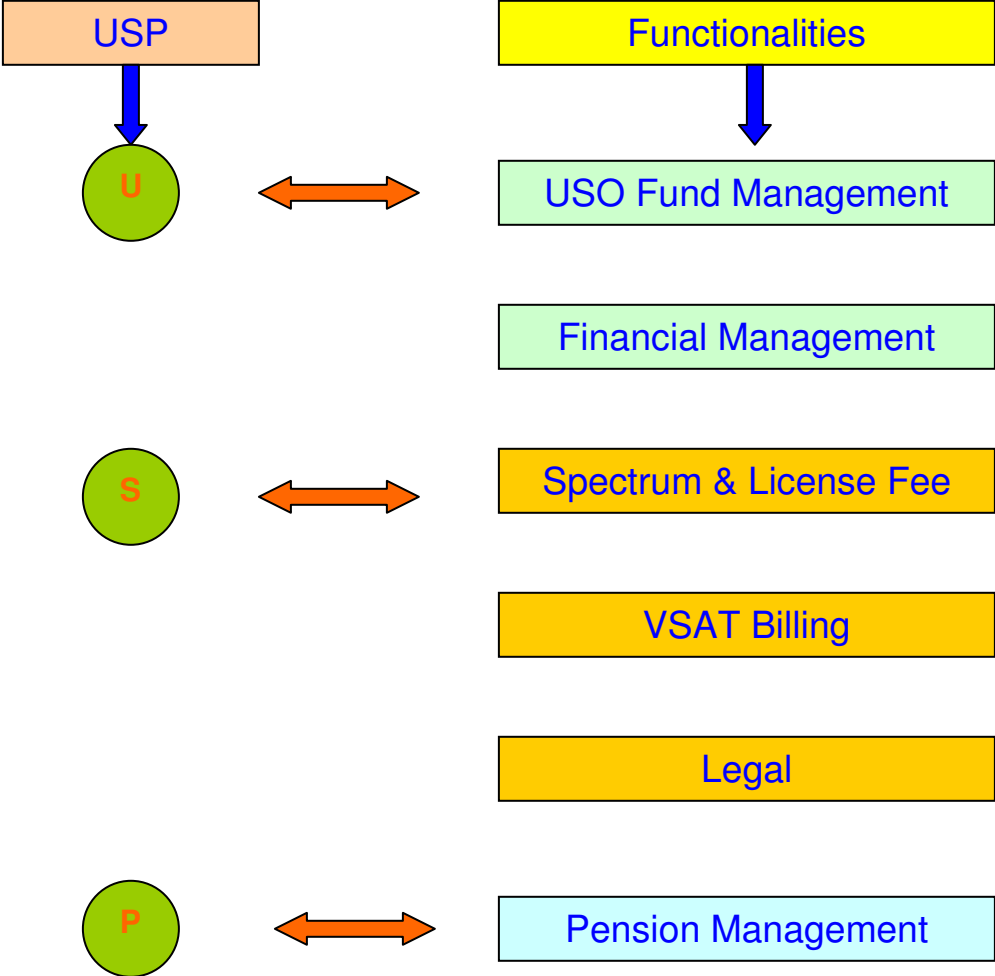
Southern Telecom Projects (STP)

Southern Telecom Maintenance (STR)

Tamil Nadu Telecom Circle comprises the entire state of Tamil Nadu (except Chengalpeta SSA which has henceforth been made the part of Greater Chennai) and the state of Pondicherry. Chennai Telephones now covers the entire Chennai metro including the SDCAS (Short Distance Charging Areas) covered under the erstwhile Chengalpeta SSA. The two BSNL functional circles – Southern Telecom Project and the Southern Telecom Maintenance span the four southern states. Besides pension authorization and settlement of the retired employees of BSNL from these four circles. For the purpose of license fee management, it deals with various service providers mobile or basic or UASL – such as BSNL, Reliance communication Ltd., Bharti Airtel, Tata Teleservices, Aircel, Vodafone, Idea, Unitech, Systema shyam – who operate in the Tamil Nadu and Chennai telephones service areas.

In regard to the USO Fund management, the jurisdiction covers the entire Tamil Nadu and Andaman & Nicobar Circles. As of now, the beneficiaries of USO funding in Tamil Nadu are BSNL and , Reliance communication Ltd

Functionalities- USP Of Pr. CCA



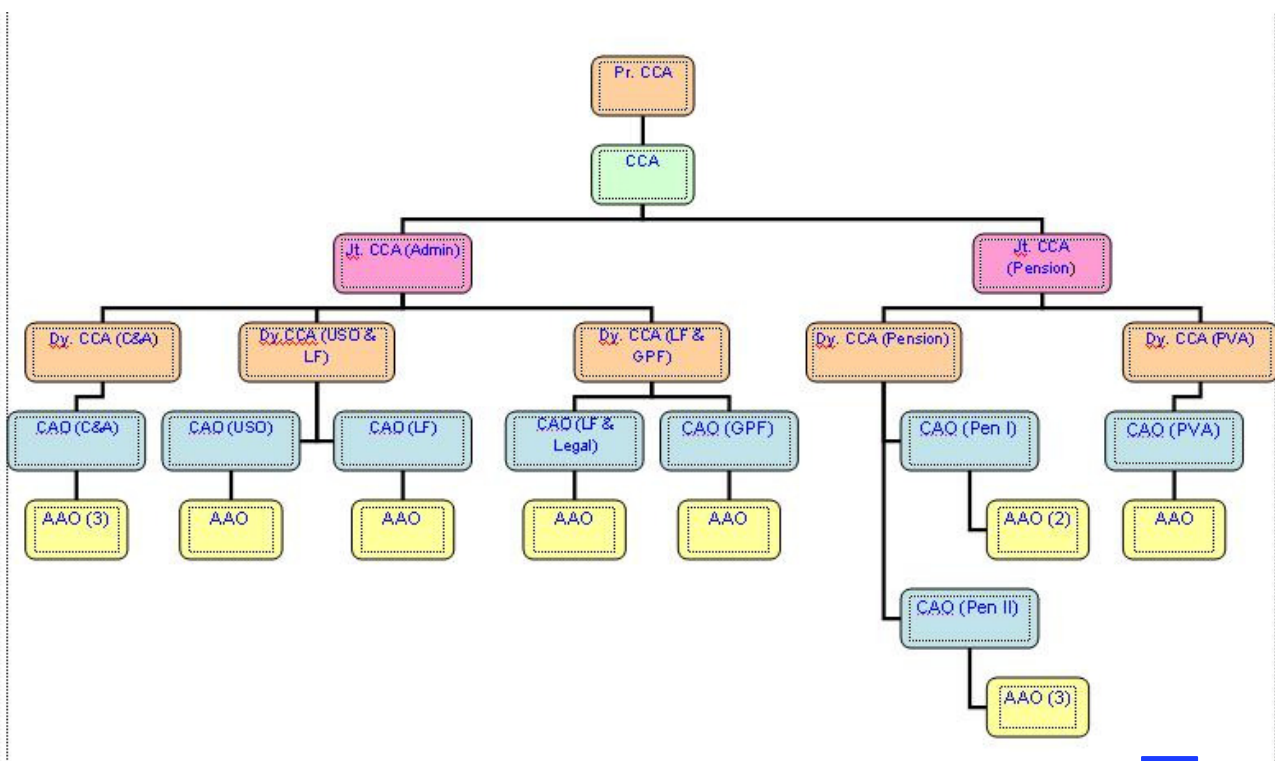
CHAPTER – II

Powers and Duties of Officers and Staff

The powers & duties of the officers and staff are derived mainly from job descriptions, manuals, delegated powers and authorities and various acts and rules framed by the Govt. of India represented by the Department of Telecommunications.

CHAPTER – III

Procedures followed in the decision making process including channels of supervision accountability



LEGEND

<i>Pr. CCA</i>	-	<i>Principal Controller of Communication Accounts</i>
<i>CCA</i>	-	<i>Controller of Communication Accounts</i>
<i>Jt. CCA</i>	-	<i>Joint Controller of Communication Accounts</i>
<i>Dy. CCA</i>	-	<i>Deputy Controller of Communication Accounts</i>
<i>CAO</i>	-	<i>Communication Accounts Officer</i>
<i>AAO</i>	-	<i>Assistant Accounts Officer</i>
<i>Admin</i>	-	<i>Administration</i>
<i>C&A</i>	-	<i>Cash & Administration</i>
<i>LF</i>	-	<i>License Fee</i>
<i>USO</i>	-	<i>Universal Service Obligation</i>
<i>PVA</i>	-	<i>Pension Voucher Audit</i>

As an arm of a Department of the Govt. of India, the office has well defined procedures and guidelines in the form of Codes, Rules, Procedures and Circulars framed and issued by the Govt. of India, through its various ministries, in the forms of Central Civil Service Rules, Codes, Manuals etc.

CHAPTER – V

The Rules, Regulations, Instructions, Manuals and Records held by the office or used by its staff in the discharge of functions

The office and its staff are guided by Codes, Manuals, Central Civil Service & Financial Rules framed by the Govt. of India under various ministries / departments. These are periodically reviewed and updated.

CHAPTER – VI

Documents that are held by the office or under its control

The office maintains various statutory documents, registers, books, manuals, agreements etc. as required under various statutes, rules and regulations as well as for the smooth functioning of the office.

The office of the Controller of Communication Accounts, as a part of the Department of Telecommunications, requires to follow the policies and procedures formulated by the Department of Telecommunications / Ministry of Communications & IT / Govt. of India. Hence there is no requirement for consultation with the members of the public.

The members of the public, who are dealing with the office in its business transaction have any complaints/grievances, they can approach through the concerned officers for redress or can avail e-mail on the web-site www.ccatn.gov.in

CHAPTER – VIII

Statement on the Board & Sub Committees of the Board and other Committees

Principal Controller of Communication Accounts manages the office of Principal Controller of Communication Accounts, Tamil Nadu. Its is a field unit vested with various accounting and administrative functions for application at the ground level and as such do not constitute board, sub-committee and the like.

CHAPTER – IX
Directory of Officers and Staff

Name	Designation	Name	Designation
Alagarsamy.G	Pr. CCA, Tamilnadu	Nelson Koildoss.A	AAO (USO-I & Web)
Murugaiyan.V	CCA, Chennai	Gulzar Basha.Y	AAO (Pension) TNC
Vijay Jwala	Jt.CCA	John Bosco.S	AAO (L&A, Record, General)
Ranganath Shyam.A	Jt.CCA	Balu.K.S	AAO (VR & Death Cases)
Ganesh.K	Dy.CCA (Cash & Admn.)	Alagarsamy.V	AAO (Pension Revision)
Saminathan.S	Dy.CCA (Pension)	Sukumar.J	AAO (USO-II)
Sankar Singh. M.K.D	Dy.CCA (Pension)	Umarani.M	AAO (Pre Check)
Perumal.V	Dy.CCA (GPF&LF)	Vaijyanthimala.K	AAO (Bills)
Subbulakshmi.B	Dy.CCA (Pension) TNC	Theresa Revathy.A	AAO (Admin)
Sreeraman. P.S	CAO (PVA)	Savithri.D	AAO (Legal)
Narayanan.R	CAO (USO)	Padmaja.J	AAO (GPF)
Bhuvana.N	CAO (Pension) TNC	Geetha.V	AAO (LF-I)
Vanaja.G	CAO (Pension) CTD, STP & STR	Gomathi Govindan	AAO (Pension) CTD, STP & STR
Kusumalatha.C.V	CAO (GPF)	Rajeshwari.R	AAO (LF-II)
Velmurugan.C	CAO (Cash & Admn.)	Kalyani Jayaraman	AAO (6th CPC & PG)

Except the Pr.CCA, CCA, Jt.CCAs, Dy.CCAs and AAOs , all the other officers are on deputation from various ministries of Govt. of India. Almost all the staff members are also on deputation from various Departments under the Govt. of India or the State Govts or Autonomous bodies. Owing to the high ratio of HR turnover, the names of the support staff are not listed herein.

CHAPTER – X

Statement on monthly remuneration of officers and staff including system of compensation

The remuneration of officers and staff are governed by the orders of the Govt. of India, as are applicable to its staff under the Central Civil Service Rules. The grade-wise scale of pay and the working strength (as on 01 January 2010) is :

Designation	Grade	Pay Scale	Sanctioned Strength
Pr. CCA	HAG	67000-79000	1
CCA	SAG	37400-67000 + 10000	1
Jt. CCA (NFSG)	SAG	37400-67000 + 8700	--
Jt. CCA	JAG	15600-39100 + 7600	4 *
Dy.CCA	STS	15600-39100 + 6600	5
Asst. CCA	JTS	9300-34800 + 5400	3
CAO	Group "B"	9300-34800 + 5400	8
AAO	Group "B"	9300-34800 + 4800	17
SA	Group "C"	9300-34800 + 4200	53
JA	Group "C"	5200-20200 + 2800	
L.D.C	Group "C"	5200-20200 + 1900	
Sr. TOA	Group "C"	5200-20200 + 2400	
STENO	Group "C"	5200-20200 + 2400	6
Group "D"	Group "D"	5200-20200 + 1800	18

* including one post under diversion to Karnataka Circle.

CHAPTER – XI
Budget allocation and expenditure

Allotment received for the year 2009-10 (Vote-on-account)

Object of Expenditure	Allotment (Rs. in '000)	Expenditure As on Nov 09 (Rs. In '000)
3451 Secretariat-Economic Services		
Salaries	45990	25771
Travel Expenses	1080	407
Office Expenses	2070	1366
Reimbursement of Medical Expenses	387	33
Information Technology	540	10
Total	50067	27587
2071 Pension and other retirement benefits		
Superannuation Pension	842366	401531
Commuted value of pension	378080	474231
Gratuities	401765	520804
Family Pension	76200	66204
Leave Encashment	5600	3012
Total	1704011	1465782

CHAPTER – XII
Manner of execution of subsidy programmes, including the amounts
Allocated and the details of beneficiaries of such programmes

USO Fund

The implementation of Universal Service Support Policy involves financial support from the USO Fund to meet the net cost of providing the specified USO. This covers both public access (VPT & RCP) as well as provision of household telephone (RH DEL) in rural and remote areas. The CCA is responsible for the verification of the claims and release of payments. The CCA also inspects and monitors the provisions of services for establishing the veracity of the claims.

The settlement of claims submitted by the service providers is shown below

Service Provider	2007-08 (in lakhs)	2008-09 (in Lakhs)
BSNL - Tamil Nadu Circle	1930.36	951.43
BSNL - Andaman & Nicobar	7.62	7.01
Reliance	2980.77	2184.60

Inspections carried out summarized in the table given below.

Year	Inspections
2007-08	18
2008-09	54

CHAPTER – XIII

Particulars of recipients of concessions, permits or authorizations granted by the DOT

Licensees in Tamil Nadu Circle:

*Pr.CCA*m basically deals with licensees operating in two service areas, Tamil Nadu and Chennai Metro. The service area of Tamil Nadu covers entire Tamil Nadu Telecom circle including Puducherry state. The service area of Chennai Metro covers entire Chennai Telephone District including Chengalpattu SSA wef 01.10.2005. During 2008, three UASL operators, viz. Bharti Airtel Limited, Reliance Communication Limited and Tata Teleservices Limited have merged their Chennai Metro Service Area license and Tamil Nadu Service Area License into one license covering both Chennai Metro and Tamil Nadu Service Areas. During 2008-09, six new UASL operators are licensed to operate in Tamil Nadu Service Area (which includes Chennai Metro). The details of telecom operators are summarized in *Table 2*.

Sl. No.	Operators	Category of License	Service Area
1	BSNL, Tamilnadu Circle	Basic	Tamil Nadu
2	BSNL, Tamilnadu Circle	Cellular	Tamil Nadu
3	BSNL, Chennai Telephones	Basic	Chennai
4	BSNL, Chennai Telephones	Cellular	Chennai
5	Aircel Limited	Cellular	Tamil Nadu
6	Aircel Cellular Limited	Cellular	Chennai
7	Vodafone Essar Cellular Limited	UASL	Tamil Nadu
8	Vodafone Essar South Limited	UASL	Chennai
9	Bharti Airtel Limited	UASL	Tamil Nadu (Including Chennai)
10	Reliance Communications Limited	UASL	Tamil Nadu (Including Chennai)
11	Tata Teleservices Limited	UASL	Tamil Nadu (Including Chennai)
12	Datacom Solutions Pvt Ltd	UASL	Tamil Nadu (Including Chennai)
13	Idea Cellular Ltd	UASL	Tamil Nadu (Including Chennai)
14	Loop Telecom Pvt Ltd	UASL	Tamil Nadu (Including Chennai)
15	Sistema Shyam Teleservices Limited (Formerly Shyam Telelink Ltd)	UASL	Tamil Nadu (Including Chennai)
16	Etisalat Db Telecom Pvt. Ltd. (Formerly Swan Telecom)	UASL	Tamil Nadu (Including Chennai)
17	Unitech Wireless Ltd	UASL	Tamil Nadu (Including Chennai)

Table 2

Tables 3, 4, 5 and 6 give the details of ISP-IT, ISP, PMRTS, and NLD/ILD operators respectively.

Sl. No.	ISP-IT Operators	Service Area
1	Dishnet Wireless Ltd	All India
2	GSM Online Internet Services Pvt Ltd	Erode
3	Limras Eronet Broadband Service Pvt Ltd	All India
4	Mylai Karpagambal Information Pvt Ltd., All India	All India
5	Pulse Telesystems Pvt Ltd., Chennai	Chennai
6	Pulse Telesystems Pvt Ltd., Puducherry	Puducherry
7	Swiftmail Communications Ltd	All India
8	Sify Technologies Limited	All India
9	Sgs Internet Services Pvt Ltd	Chennai
10	S Tel Limited	All India
11	Vellore Online Systems Pvt. Ltd.	All India
12	Zylog Systems (India) Ltd	All India
13	Readylink Internet Services Covai Pvt Ltd	Tamil Nadu

Table 3

Sl. No.	PMRTS/CMRTS Operators	
1	L&T Krishnagiri Thopur Toll Road Limited	CMRTS
2	Neyveli Thermal Power Station - Expansion	CMRTS
3	Neyveli Lignite Corporation Ltd. – Mine II	CMRTS

Table 4

Sl. No.	NLD/ILD Operators	
1	Sify Communications Limited - NLD	NLD
2	Sify Communications Limited - ILD	ILD

Table 5

Sl. No.	ISP Operators	Service Area
1	ABT Ltd	Coimbatore
2	Eronet Broadband India Services Pvt Ltd	Erode
3	ISP Services (I) Pvt Ltd	Trichy
4	ISP Solutions (India) Pvt Ltd	Coimbatore
5	Jet Broadband Internet Pvt Ltd	Cuddalore
6	Karur Airtel Pvt Ltd	Karur
7	Madura Cablenet Pvt Ltd	Madurai
8	Mynet Services India Pvt Ltd	Salem
9	Netcom Online Solutions (India) Pvt Ltd	Tamilnadu
10	Rainbow Communications (India) Pvt Ltd	Salem
11	Readylink Internet Services Covai Pvt Ltd	Coimbatore
12	Readylink Internet Services Covai Pvt Ltd	Erode
13	Rs Broadband Service Pvt Ltd	Tamilnadu
14	Shri Vinayagaa Internet Pvt Ltd	Madurai
15	Sobha Renaissance Information Tech Pvt Ltd	Chennai
16	V One Internet Solutions Pvt Ltd	Virudhunagar
17	Vijaya Comnet (P) Ltd	East Godavari
18	Vijaya Comnet (P) Ltd	Coimbatore
19	Visolve.Net India Pvt. Ltd	Coimbatore
20	Wireline Solution (India) Pvt Ltd	Coimbatore

CHAPTER – XIV
Details of information available or held in electronic form

The information relating to Profile, Services, Financial Performance etc is available in electronic form, which can be obtained from the website of the office of CCA from chapter I in this manual and also from its public portal www.ccatn.gov.in.

CHAPTER – XV
Particulars of facilities available to citizens for obtaining information

The office of the Principal CCA, Tamil Nadu Circle, is maintaining a website with the name www.ccatn.gov.in. Citizens desirous of obtaining information may visit the website. Most of the information of the public consumption is hosted or links to concerned websites.

In terms of Section 5 (1) of the Right to Information Act, 2005, the DoT has designated various officers as Information Officers (CPIO) & Appellate authorities . The list of such officers is available at the website of DoT – www.dot.gov.in. The designated officers for the office of the Principal CCA, Tamil Nadu Circle are:

Central Public Information Officer

Shri. A.RANGANATH SHYAM

Joint Controller of Communication Accounts

O/o Principal Controller of Communication Accounts

Tamilnadu Circle

Department of Telecommunications

238, R.K.Mutt Road, Chennai 600028

Phone: 044-24622552

FAX: 044-24618155

Appellate Authority

Shri. G.ALAGARSAMY

Pr. Controller of Communication Accounts

O/o Principal Controller of Communication Accounts

Tamilnadu Circle

Department of Telecommunications

238, R.K.Mutt Road, Chennai 600028

Phone: 044-24622550

FAX: 044-24615768

The Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, vide, their order dated 16th September 2005 has prescribed an application fee of Rs. 10/- for seeking information from any public authority under RTI-Act, 2005.

In view of the above, the applicants seeking information related to PCCA, Tamil Nadu Circle, must enclose with their application the requisite fee of Rs.10/- in the form of DD / Bankers Cheque / IPO drawn in favour of Communication Accounts Officer (Cash), o/o the PCCA, Tamil Nadu Circle, payable at Chennai. This fee can also be deposited in Cash with the Communication Accounts Officer (Cash), o/o the PCCA, Tamil Nadu Circle, against a voucher issued by RTI Cell, under the PIO.

The application should be submitted in triplicate (one original and two photocopies along with the copies of enclosures) with the prescribed fee.