

No. 16-12/2009-O&M  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications

Sanchar Bhawan, 20, Ashoka Road  
New Delhi – 110001

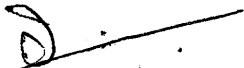
Dated: January 25<sup>th</sup>, 2012

**OFFICE MEMORANDUM**

Subject: Compendium on "Channel of Submission and Level of Final Disposal of Cases in Department of Telecommunications."

A copy of the revised Compendium on "Channel of Submission and Level of Final Disposal of Cases in Department of Telecommunications" is enclosed herewith. Channel of Submission and Level of Final Disposal of Cases in DoT has been finalized on the basis of information received from concerned Divisions. Further Secretary(T)/Chairman(TC) has been added in the Channel of Submission for cases requiring approval of Hon'ble MOC&IT and where such cases were being submitted from the level of Member(TC) to Hon'ble MOC&IT.

2. It is requested that the contents of the compendium be brought to the notice of all concerned for their information and strict compliance forthwith.
3. This issues with the approval of Hon'ble MOC&IT.

  
(S.C. SHARMA)  
Deputy Director General(C&A)  
Tel: 2303 6881

To

1. All Sr. DDsG/Sr. DDG (TEC) / DDsG , DoT
2. All Directors, DoT
3. All Under Secretaries, ADsG / ADs. DoT
4. All Sections, DoT
5. Librarian, DoT

Copy to:

1. PS to MOC&IT / PS to MOS(C&IT)(D)/PS to MOS(C&IT)(P).
2. Sr. PPS / PPS to Secretary (T) / Member Telecom Commission / Administrator (USO) Fund / Additional Secretary (T) / Advisors, Department of Telecom / Wireless Advisor / Legal Advisor / Joint Secretary (T) / Joint Secretary (A)

## VI UNIT ADMINISTRATOR USO FUND

### Divisional Head : DDG(BB)

#### USOF Section (BB UNIT)

S. No.	Functions	Channel of submission	Level of final disposal
1.	Formulating the schemes to facilitate the operators, e.g. Rural Broadband scheme, strengthening the rural optical fibre infrastructure scheme, etc. & their approval	ADG/Dir/DDG(BB)/ Administrator, USOF/Secy. (T)	MOC & IT
2.	Preparation of tender documents for each scheme & processing & approval of the same.	ADG/Dir/DDG(BB)/ Administrator, USOF/ Secy. (T)	MOC & IT
3.	Coordination with operators/ state govt. agencies/user agencies like MHRD/MHA/DIT/RD, etc., as well as DoT wings i.e. WPC/Licensing & Field units etc.	ADG/Dir/DDG(BB)	Administrator, USOF
4.	Collection of data, validation of data, preparation of master data & generation of the reports for various schemes of USOF.	ADG/Dir/DDG(BB)	Administrator, USOF
5.	Establishment of Control Room at Sanchar Bhawan for on-line monitoring, & Master database creation.	ADG/Dir/DDG(BB)	Administrator, USOF
6.	Parliament Questions / Minister Cases /MP Cases	ADG/Dir/DDG(BB)	Administrator, USOF
7.	Standing committees/ Estimate committees/ Consultative committees/ Demand for Grants committee/ RTI cases & audit cases	ADG/Dir/DDG(BB)	Administrator, USOF
8.	USOF activities on the DoT website.	ADG/Dir/DDG(BB)	Administrator, USOF

## Jt. Administrator USO Fund (Finance)

S. No.	Item of work	Channel of submission	Level of final disposal
1.	Authorisation of fund to CCAs/Jt.CCAs for payment of subsidy toUSPs	Accounts Officer/ Asstt. Administrator (F)	Dy. Administrator(F) )
2.	Preparation of monthly statements of payment of subsidy to USPs – During the month – During the year	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator,U SOF
3.	Statements of pending subsidy claims – (i) Monthly (ii) Quarterly and Annually	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Joint Administrator (F)  Administrator (USOF)
4.	Accounting and re-conciliation with reference to booked figures	Accounts Officer/ Asstt.Administrator(F)	Dy. Administrator(F)
5.	(i) Intimation of subsidy claims preferred by USPs – through CCA offices – Quarterly  (ii) Condonation of delays in submission of claims	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)  Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Joint Administrator (F)  Administrator (USOF)
6.	Issues related to e-submission of claims (i)Routine matters  (ii)Policy matter	Accounts Officer/ Asstt.Administrator (F)  Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Joint Administrator (F)	Dy. Administrator(F) )  Administrator (USOF)
7.	General Entries for transfer of funds to reserve fund	Accounts Officer/ Asstt.Administrator(F)	Dy. Administrator(F)
8.	Generation of various reports/data/statements, verification etc,	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)	Joint Administrator (F)
9	Issues related to PBGs/EMBG	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)	Joint Administrator (F)(routine matters) Administrator , USOF.

			(In policy matters)
10.	Examination of Inspection reports/visit reports/ verification. reports etc. received from CCAs/Jt.CCAs  (i) Issues involving policy matters  (ii) Others	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)	Administrator,U SOF Joint Administrator (F)
11.	Clarification sought by field units:- (i) Policy matters/ Interpretation of Agreement  (ii)Others.  (iii) Matter already clarified.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Accounts Officer/ Asstt.Administrator (F)	Administrator,U SOF  Joint Administrator (F) Dy. Administrator(F)
12.	(i)Amendment in the Agreements/other matters approved/decided by Tech. branch of USOF. (ii) Amendment . to financial terms of Agreements	Accounts Officer/ Asstt.Administrator(F) Asst. Administrator(F) Dy. Administrator(F)/Joint Administrator (F)	Dy Administrator, USOF Administrator(U SOF)
13.	(i)Reply to PMO office, Parliamentary Committees, Standing Committees on financial matters, ATNs: etc. (ii)Routine matter.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F) Accounts Officer/ Asstt.Administrator (F)	Administrator, USOF.  Dy. Administrator(F)
14.	Inputs to Parliament Questions	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator (USOF)
15.	(a)Preparation of RE/BE, Performance Budget, Outcome Budget, Gender Budget.etc.  (c) Coordination with DOT HQ, PMO, Planning Commission, MoF regarding Balances available in and utilisation of USO Fund	AO/Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)  -do-	Administrator (USOF)
16	Other budget related matters, Final Grant, Supplementary Grants etc.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)	Joint Administrator (F)
17.	Reply to Inspection Memos issued during performance audit.	Accounts Officer/ Asstt.Administrator (F)	Dy. Administrator(F )

18.	Action taken note on report of performance audit.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator (USOF)
19.	Examination of issues raised during performance audit of CCA offices (Routine matter). Issues involving interpretation of Agreement/Rules	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Joint Administrator (F)  Administrator(U SOF)
20.	Settlement of claims of consultant's like NCAER, ICRA, NIC under Head PP&SS and any expenditure under the head 'OE'.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator (USOF)
21.	Submission of Monthly Expenditure statements.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator (USOF)
22.	Submission and Examination of Auditors' Certificate of USPs received from CCAs.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Joint Administrator (F)	Administrator (USOF)
23.	O & M Activities	Accounts Officer/ Asstt.Administrator(F)/	Dy. Administrator(F)
24.	Staff matters. (i) Requirement of additional staff.  (ii) Sanction of leave, Nomination for training at ALTC and other staff matter. JA (F)  DA(F) AA(F) AO(F)	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)  Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)	Administrator (USOF) Administrator (USOF) Joint Administrator (F) Dy. Administrator (F) Asstt.Administr ator (F)
25.	Preservation period of records, review and weeding out of old files etc.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator (USOF)
26.	Supply of information in regard to updating of Accounting Manual.	Accounts Officer/ Asstt.Administrator(F)	Dy. Administrator(F)
27.	Supply of information on Manual of Office Procedure.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/	Joint Administrator (F)

28.	Allocation of work among various officers of USOF.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/	Joint Administrator (F)
29.	Submission of Reports relating to Hindi Raj Bhasa.	Accounts Officer/ Astt.Administrator(F)/ Dy. Administrator(F)/	Joint Administrator (F)
30.	Finance Advise on Scheme Formulation and Design; subsidy modelling and benchmarking; tendering and bid evaluation; USOF Agreement formulation.	Astt.Administrator (F)/ Dy. Administrator(F)/ Joint Administrator (F)/	Administrator (USOF)
31.	Interaction with and analysis of reports submitted by financial consultants.	Accounts Officer/ Astt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator, USOF
32.	Updating of Website	Accounts Officer/Asstt. Administrator(F)/ Dy. Administrator(F)	Jt. Administrator(F)
33.	Finance Advise and Inputs on all Policy matters	Astt. Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)/	Administrator, USOF
34.	Finance Advise regarding Interpretation and Amendment of USOF Rules	Astt. Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)/	Administrator, USOF
35.	Interface with USPs and stakeholders on financial matters of USOF	Astt. Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)/	Administrator, USOF
36.	Interface with international organizations on financial matters of USOF	Astt. Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)/	Administrator, USOF

## Jt Administrator USOF Technical Section

Sl No	Item of work	Channel of Submission	Level of Final disposal
1	Amendments in USOF Policy/Act/ Rules as required from time to time	Dir/JA(T)/JA(F)/ Administrator/ Member/Secretary	MOC&IT
2	Approval of various USOF Schemes	ADG/Dir/JA(T)/ JA(F)/Administrator/ Member/Secretary	MOC&IT
3	Approval of Tender Documents and Agreements	ADG/Dir/JA(T)/ JA(F)/Administrator/ Member/Secretary	MOC&IT
4	Issuance of Notice Inviting Tender and EOIs	ADG/Dir/JA(T) / JA(F)	Administrator
5	Issuance of clarifications and modifications to the tender	ADG/DA(T)/JA(T)/ JA(F)/ Administrator	Secretary(T)
6	Evaluation of bids and signing of agreements	ADG/Dir/JA(T)/JA(F)	Administrator
7	Signing of MoU/ agreement	ADG/Dir/JA(T)/ JA(F)	Administrator
8	Post amendment /Modification in the Agreement signed	ADG/Dir/JA(T) / JA(F)	Administrator
9	Coordination with USOF consultants	ADG/Dir/JA(T)	Administrator
10	Monitoring of performance of service providers under various USOF schemes	ADG/Dir/JA(T)	JA(T)/Administra tor
11	Preparation of MIS statements	ADG/Dir/JA(T)	JA(T)/Administra tor
12	Preparation of background notes for various meetings	ADG/Dir/JA(T)	JA(T)/Administra tor
13	Preparation of minutes of the coordination meeting with the Service Providers	ADG/Dir/JA(T)	Administrator
14	Approval for the relocation/addition/ deletion of tower sites	ADG/Dir/JA(T)	JA(T)/Administra tor
15	Material for Parliamentary Committees such as standing/Consultative/ Estimate/ Petition etc.	ADG/Dir/JA(T)	Administrator
16	Material for Cabinet Secretariat/ PMO/ Planning Commission/ Finance Ministry	ADG/Dir/JA(T)	JA(T)/Administra tor
17	Inputs for Parliament Questions/ Assurances/ Minister cases/ MP cases	ADG/Dir/JA(T)	JA(T)/Administra tor
18	Preparation for RE-BE/Outcome Budget/ Demand for Grants	ADG/Dir/JA(T)	JA(T)/Administra tor
19	Updating of DoT website for various USOF activities	ADG/Dir/JA(T)	JA(T)
20	Reply to various Audit Paras	ADG/Dir/JA(T)	JA(T)/Administra tor
21	Reply sought under RTI	ADG/Dir/JA(T)	JA(T)/Administra tor
22	Any other activity not covered above	ADG/Dir/JA(T)	JA(T)/Administra tor