

NWO-CM Cell, 1st Floor,
Bharat Sanchar Bhawan Janpath
New Delhi -110001
Phone No: 23734305
Fax No: 23734304



भारत संचार निगम लिमिटेड
(भारत सरकार का उपनिगम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. F.NO MOB-14/NWO-CM-III/QoS(Structural Revamp)/2014-15/56

Dated: 19-01-2015

Sub: **Organizational Structure in ERP for CM Vertical – Detailed Guidelines**

Ref: 1) MOB-14/NWO-CM-III/QoS(Structural Revamp)/2014-15/55 Dated: 02-12-2014

Vide Ref 1 instructions were issued for implementing CMTS network maintenance procedure in ERP for CM vertical. Few circles requested for clarity on certain points. As per instruction of Dir/CM another meeting was held under the chairmanship of ED/CA BSNL CO on 15-01-15 to seek further clarity. The meeting was attended by Sr. GM/NWO-CM, GM/ERP, Addl. GM/NWO-CM-III and DM//ERP/Fin of BSNL CO. After thorough discussions and deliberations following are decided for implementation of CMTS network maintenance procedure in ERP across all circles:

1. Definition:

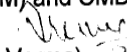
- a. **BTS Infra Items:** Battery, Power plant, DG, AC/Free Cooling System, Fire Alarm System, Tower, Shelter/Room, Earth and Electrical Connections and fittings
- b. **BSS Items:** BSC/RNC, BTS/NodeB (including RRH) site equipment, Antenna, Cards, RF Cable, etc
- c. **Mini-Link and M/W Systems:** 15GHz/18GHz short distance M/W systems deployed for connectivity of BTS/NodeB
- d. **Core Network Items:** MSC, GMSC, MGW/GMW, VLR, HLR, OSS, SGSN, OMC-R, RF Planning Tools and associated items (e.g. MPBN, BTY/PP, etc), etc
- e. **Zonal Network Items:** B&CCS, IN, GGSN, SMSC/MMSC, PCRF, OTA, FMCC/RA, WAP Gateway, WMS server, etc and associated items (e.g. BTY/PP).
- f. **BTS Infra Maintenance Jobs:** Day-to-Day repair/maintenance works of BTS Infra Items and associated works like payment for electricity, rent, diesel, house-keeping and security.
- g. **BSS Maintenance Jobs:** Day-to-Day repair/maintenance works of BSS Items and associated works including rectification of H/W and S/W faults, regular site checks such as VSWR measurement, clock calibration, handover verification, and antenna azimuth/orientation check, RF Optimisation by drive testing, analysis of the Drive Test results in post processing tools like Gladiator/Actix (already procured by all circles of BSNL), etc.
- h. **Mini-Link and M/W System Maintenance Jobs:** Day-to-Day repair/maintenance works of Mini-Link Systems and associated works including rectification of H/W and S/W faults, antenna azimuth/orientation check, etc
- i. **Core Network Maintenance Jobs:** Day-to-Day repair/maintenance works of Core Network Items and associated works including rectification of H/W and S/W faults for improving Key QoS parameters in the Circle.
- j. **Zonal Network Maintenance Jobs:** Day-to-Day repair/maintenance works of Zonal Network Items and associated works including rectification of H/W and S/W faults for improving Key QoS parameters in the Zone.
- k. **CMTS Assets:** BTS Infra Items (excluding exchange BTS sites), BSS Items, Mini-Link and M/W Systems, Core Networks Items and Zonal Network Items are assets of CM vertical
- l. **Profit Centre:** This is an organizational sub-unit (Business segment) where revenue and cost are assigned to analyze the profit. CM vertical is codified as 20000 and CFA vertical is codified as 10000.
- m. **Cost Centre:** This is a smallest organizational sub-unit where only Costs are assigned

2. Concept of Mapping in ERP:

- a. The SSAs (Now Called Business Area (BA) in ERP) be imagined as horizontal lines. The CM vertical be imagined as vertical lines. The horizontal and vertical lines are intersecting and in ERP perspective CMTS assets/equipments are to be placed at these intersecting points.

- b. In order to view assets under CM vertical and under BA wise in a circle, CMTS assets/equipments are placed at the intersecting points of CM vertical and respective SSAs (BAs) where these assets are physically located.
 - c. Any expenditure made on such intersecting points (i.e. CMTS assets/equipments) will be visible to the CM vertical as well as to the Business area. Similarly the reports (e.g. on expenditure fuel, electricity, housekeeping, etc) can be taken out for CM vertical as well as BA wise.
 - d. Revenue and expenditure of CMTS is mapped with the CMTS profit center and various cost centers respectively. Where ever there is common infrastructure for CFA and CM like power plant at exchange sites, cost center will allocate the cost proportionally for CMTS and CFA.
 - e. Equipment / assets for which maintenance is required under CM vertical should be mapped in ERP in such a way that they are available as assets of CMTS vertical. This aspect should be taken care during migration in ERP. The circles that have already migrated in ERP may review and ensure that the specific asset (e.g. BTS Infra for non-exchange BTS site) are available in CMTS vertical on which the expenditure is likely to be made by CM vertical. If this is not done correctly, the revenue and expenditure figures of CMTS vertical will not reflect correctly.
- 3. Organization Structure of CMTS unit:**
- a. There will be teams under CM vertical (e.g. BTS Infra Team for non-exchange BTS sites and BSS Team) in each SSA
 - i. BTS Infra Team will be responsible for BTS Infra Maintenance Jobs for non-exchange BTS sites
 - ii. BSS Team will be responsible for BSS Maintenance Jobs and Mini-Link and M/W System Maintenance Jobs
 - iii. These teams will be administratively under the control of CM vertical.
 - iv. The following shall be within the CMTS hierarchy: Leave approval, Tour approval, writing of APAR, temporary advance approval, ACE-2 account approval and vendor payment approval.
 - v. The following will be within the Business Area: Payroll, Service Book, Personal Claims (like medical, etc), submission of ACE-2 account, and submission of vendor invoice, if any.
 - vi. BTS Infra Team (for non-exchange sites) under the control of SSA (if any) should be progressively brought under the control of CMTS vertical within one year.
 - b. There will be a number of CMTS Core Network Teams in a circle based on volume of networks and these teams will be administratively under the control of CM vertical and is responsible for:
 - i. Core Network Maintenance Jobs
 - ii. The following shall be within the CMTS hierarchy: Leave approval, Tour approval, APR, temporary advance approval, ACE-2 account approval and vendor payment approval.
 - iii. The following will be within the business area: Payroll, service book, personal claims like medical etc, submission of ACE-2 account, and submission of vendor invoice, if any.
 - c. There will be a number of Zonal Network Teams in a zone based on volume of networks and these teams will be administratively under the control of GM/SrGM/PGM of the Zonal Centre and these teams are responsible for:
 - i. Zonal Network Maintenance Jobs
 - ii. All activities related to Plg, Procurement and O&M, and associated approval for payment will be done as per existing practices.
 - d. The SSA Team under the control of SSA/BA will be solely responsible for following activities
 - i. Renting of sites and rent revision for all BTS sites
 - ii. Maintenance of BTS Infra for exchange BTS sites
 - iii. Maintenance of Media (OFC, etc other than mini links and microwave)

In order to analyse and assess the expenditures all financial transactions under CM vertical O&M activities must be done through ERP systems. This is issued with the approval of Director (CM) and CMD.


 (A Verma) - 22/10/15
 AGM (NWO-CM-III)

- Copy to: 1) PPS to Dir(CM)/Dir (Fin)/ Dir (CFA) for kind information please.
 2) ED (CA) / ED (Fin) for kind information please
 3) All CGMs –For information and n/a please
 4) SrGM(CIT)/GM(Restg.)/GM(ERP) BSNL Co – for information and n/a please