



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

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No. 3-4/2009 MVT

the 4<sup>th</sup> March, 2011

All Heads of Telecom Circles/Districts  
All Heads of Mtce./Project Circles  
All Heads of Admn/Functional Circles

**Subject: Review of norms for provision of vehicles in BSNL.**

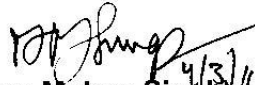
Norms for provision of vehicles to the field units was last revised and circulated vide this office letter no. 3-4/2006 MVT dated 27.2.2008. With the restructuring of BSNL, a need was felt to revise the norms and accordingly a committee was constituted for review of norms for provision of vehicles in BSNL. The committee has submitted its report and have proposed the new draft norms, which are enclosed herewith.

2. The draft norms were submitted in the meeting of Management Committee and the CMD desired to furnish the following information :

	As per current norms	As per proposed norms
Number of owned vehicles	No. of hired vehicles	Number of hired vehicles

3. This information may be sent to this office at the earliest latest by 17<sup>th</sup> March, 2011, duly signed by the IFA of the Circle and CGM.

This may please be treated as most urgent.

  
(Man Mohan Singh)  
AGM (Admn II)

Encl : as above.

# Bharat Sanchar Nigam Ltd.

(A Government of India Enterprise)

## CORPRATE OFFICE

### MVT – Section

No. 3-4/2009 MVT

dt. 10.1.2011

**Subject – Report of the Committee constituted for review of norms for provision of vehicles in BSNL.**

The Management Committee of BSNL in its 13<sup>th</sup> meeting held on 2<sup>nd</sup> July, 2009 desired that with the introduction of 3 verticals in the Department as per restructuring scheme, norms for provision of vehicles in BSNL be reviewed. It was as such decided that a committee be set up to revise the norms. Accordingly, with the approval of the competent authority, a committee was constituted to carry out the review in the norms based on requirement. The following are the present members of the Committee:

- |    |                  |   |                |
|----|------------------|---|----------------|
| 1) | Sh. M.S.S. Rao   | - | Sr. GM (Admn.) |
| 2) | Sh. S.K. Seth    | - | Sr. GM (BP)    |
| 3) | Sh. H.R. Shukla  | - | GM (NWO-CFA)   |
| 4) | Sh. S.C. Sharma  | - | GM (TF-CM)     |
| 5) | Ms. S. Choudhary | - | GM (EF)        |

The Committee held various meetings & deliberated upon almost all the issues raised by the Circles relating to norms and recommended certain amendments/additions/deletions in the existing norms. The **revised proposed norms incorporating these recommendations** are given below: In respect of the recommendations made, the no. of vehicles justified as obtained from Member representatives of the respective verticals, as per the existing norms and proposed norms are given at **annexure I**.

### **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.)**

- X | 1.1 Every **13K** working DELs (combined DELs) ---- One Vehicle

**Note** – (earlier for 10 K 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.

- i. Every landline connection.
- ii. Every two Broad Band connections (Rural)
- iii. Every Five Broad Band connections (Urban)

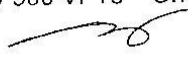
**Note** – (every 2 WLL connection – deleted)

- 1.2 Every 750 VPTs -- One Vehicle

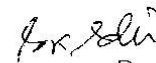
**Note** – (earlier every 500 VPTs – One vehicle)











## 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** – (Earlier Every 500 RKM or part thereof up to 1000 RKM ----- 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

Each Circle / Metro District HQ for the use of planning wing--- One Vehicle  
(Planning includes WLL; DLC; WIFI etc)

## 5. (a) Wireless BTS Planning & Installation – (New norms)

For Plg.; Insttn & 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

**Note** – (earlier 25 CMTS BTS – one vehicle)

## 6. Wireless Service Zonal Equipment Nodes – (New norms)

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 – (New norms)

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

**Note** – 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 BRBRAIT**

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 RKMs in Plains----- One Vehicle

2.2 Every 200 RKMs in Hilly Areas----- One Vehicle

**Note** – (earlier for 250 RKMs in plains and 150 RKMs in hills – One Vehicle )

**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 **(New Norms)**

**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

*Handwritten notes:*  
DGM  
in total  
C.B.M  
JFA  
50% Right

*Handwritten signatures:*  
[Signature 1] [Signature 2] [Signature 3] [Signature 4]

### 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

**Note** – (Earlier each DGM in-charge of an independent A/T unit ----- One Vehicle)  
(Earlier each DE (A/T) in-charge of independent A/T Division ----- One Vehicle)

### 4. 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.
- 6.3 For CGM & GM level officers – as per norms at Para I (1 & 2) above

**Note** – Below mentioned Norms have been deleted.

#### (a) Acceptance & Testing

Each DET (AT) located at Circle/Metro District HQ --- One vehicle

#### (b) Repair Shop

Each Repair shop headed by a DET Level officer -- One vehicle

#### (c) Marketing & BD

Each SSA for exclusive Marketing & BD activities --- One vehicle

## 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 utilisation 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 vehicle on hire.
- iii) All positional vehicles will be on incumbent basis and in the absence of any incumbent vehicle should not be justified or hired
- v) Vehicles should not be procured against these norms and standards without the prior approval of the Corporate Office.
- vi) The economy orders issued by the Government of India <sup>BSNL</sup> from time to time will be applicable on the above standards.
- vii) The type of vehicle entitled for officers on positional basis will be as per existing policy of BSNL and will have to be strictly followed. The generic term vehicle in all cases below the level of DGM will indicate Multi Utility Vehicle.
- viii) All special sanctions or approval granted by DOT / BSNL for provision of vehicles in special cases will stand revoked.



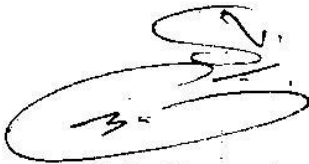
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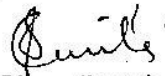
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