

Restructuring Cell, Corporate Office,  
8<sup>th</sup> Floor, Bharat Sanchar Bhavan,  
Janpath, New Delhi-110001  
Tel No 23734343 / 23037346



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

No. 4 -1/2010- Restrgr./ Vol IV

Date: 03.12.2015

To

All CGMs (Territorial Circles) /Non Territorial Circles/Metro Districts)  
GM(Estt.), BSNL CO

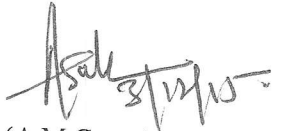
**Subject:** Deployment details of Sr. ToA

Please find enclosed format for furnishing the details and deployment in respect of Sr. ToAs Cadre working in all the offices viz. Circle Office Business Areas /SSAs and all the units working under them along with their Job Descriptions. GM(Estt.) is also requested to send similar information with respect to Sr. ToA posted in BSNL Corporate Office.

You are requested to kindly arrange to send the information in the prescribed format at [restg@bsnl.co.in](mailto:restg@bsnl.co.in) by 11.12.2015 positively.

This may please be treated as **'URGENT'**

Encl: A/A

  
(A.M. Gupta)  
GM(Restg/WS&I)

## FORMAT

### Details required in respect of Sr. ToAs as on 30.09.2015

Name of Circle -----

S. No.	Items	No of Sr ToA's engaged in different areas in circle office, in SSAs and Business Areas (all inclusive)
1	Office Management	
2	Admn	
3	ERP/ HR package-Data feeding	
4	Temp. Advances, Imperest, ACE-2 bills, Preparation of JV, working exp. Budget.	
5	Compilation of TBL data feeding & related works	
6	BRS-Collection & operation of all bank accounts including CMTS liason with Bank. Settlement of ATD/ATC and their accounting	
7	Preparation of remittance challan & remittance to bank related data feeding	
8	Billing, Bill register maintenance, bill dispatch, review and related correspondance	
9	Commercial and CSC	
10	Sales Team	
11	Marketing team	
12	Channel Partner	
13	Call Centre	
14	Enterprise segment - customer support	
15	Outstanding pursuit cell	
16	EMC, Insurance and Refund	
17	MM-Store	
18	Any other area (Area-No)	
	<b>Total No</b>	

**(II) Job Description of TTAs (indicating various activities being performed)**