

RIGHT TO INFORMATION ACT, 2005

1. What does Right to Information mean?

It includes the right to:-

- (i) Inspect works, documents, records.
- (ii) Take notes, extracts of certified copies of documents or records.
- (iii) Take certified samples of material.
- (iv) Obtain information in form of printouts, diskettes, floppies, tapes, videocassettes or in any other electronic mode or thorough printouts.

2. What does information mean?

Information means any material in any form including records, documents memo, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

3. What is Application Procedure for requesting information?

The application can be made to the Central Public Information Officer in writing in plain paper or through electronic means in Hindi or English specifying the particulars of the information sought for along with a fee of rupees ten by way of cash against proper receipt or demand draft or bankers cheque payable to "Communication Accounts Officer (Cash), O/o CCA Delhi Region", Delhi" at NEW DELHI. An applicant, making request for information is not required to give any reason for requesting the information or other personal details except those may be necessary for contacting him.

4. What is the fee?

- (i) An application fee of rupees ten for obtaining information under sub-section (1) of section 6;
- (ii) Fee shall be charged for providing information under sub-section (1) of Section 7 as under:
 - a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - b. Actual charge of cost price of a copy in larger size paper;
 - c. Actual cost or price for samples or models; and
 - d. For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof);
- (iii) Fee shall be charged for providing information under sub-section (5) of Section 7 as under;

- a. Rupees fifty per diskette or floppy for information provided in diskette or floppy;
- b. Price fixed for publication or Rupees two per page of photocopy for information provided in the printed form.

(iv) No fee will be charged from people living below the poverty line; and

(v) Applicant would be provided information free of cost if the CPIO fails to comply with the prescribed time limit.

5. What is the time limit to get the information?

- (i) 30 days from the date of application.
- (ii) 48 hours for information concerning the life and liberty of a Person.
- (iii) Failure to provide information within the specified period is a deemed refusal.

Section 4(b)(xvi) of the RTI Act, 05

6. Particulars of Central Public Information Officer.

Smt. Vidushi Chaturvedi
CPIO & Joint Controller of Communication Accounts,
DoT Building, Prasad Nagar,
New Delhi- 110 005
Telephone:- **011-25755812**

Section 4(b)(xvii) of the RTI Act, 05

7. Particulars of Appellate Authority

Shri JK Ghai
Principal Controller Communication Accounts,
DoT Building, Prasad Nagar,
New Delhi- 110 005
Telephone:- **011-25756566**

Office of Principal CCA, Delhi Region, known previously as DOT Cell, Delhi and was created on 1st October, 2000 to cater to the pension and other retirement concerns of the BSNL and MTNL absorbed staff and officers and for those continuing on deemed deputation. With the passage of time a number of important functions such as assessment, collection and accounting of Licence fee and spectrum charges, handling legal cases on behalf of DOT at the field level and accounting and internal audit of Telecom Enforcement and Resource Monitoring (TERM) Cell, WMO etc. have been transferred to this office. Principal CCA helms the office with the assistance of one CCA, 2 Jt.CsCA, 5 Dy.CsAA, one ACCA (all belonging to Group A level) and 6 Communication Accounts Officers (CAOs) belonging to Group B level.

Mission –

Objectives –

8. Duties and Responsibilities:

- **Administration and Authorization of Retirement Entitlements**

- Checking and Sanction of Terminal Benefits & Pensions to retiring employees – MTNL & BSNL Revisions of pensions wherever required
- Interfacing with the banks/post offices on pension issues
- Collection of Leave salary and Pension Contribution from BSNL and Group A Officers on deemed deputation with MTNL, Delhi.

- **Management of Revenue**

- Assessment of AGRs submitted by the licensees/ISPs
- Collection and accounting of licence fee and Spectrum Charges
- Management of Financial Bank Guarantees furnished by licensees/ISPs
- Billing and collection of VSAT Commercial and CUG
- Submission of periodical reports to DOT HQ
- License fee - Revenue analysis

- **Financial Accounts**

- Maintenance of financial accounts GPF settlements
- Maintenance of Broad-sheets of GPF, Loans & Advances for officers & staff absorbed in MTNL and BSNL
- Administration of the staff
- Budgeting & Expenditure Control
- Administrative inspections
- Computerization of accounts using PAO 2000

- **Legal**

- Representing DOT in legal cases

The general duties of the officers of the office of Principal CCA laid down in Appendix-A of Office Manual Part-I. The administrative and financial powers being exercised by the officers in the office of the Pr.CCA, Delhi Region are derived from Government Regulations, Office Manuals and orders issued thereon from time to time.

9. Directory of Officers / Employees :

NAME	DESGN / SECTION	OFFICE
SH. JAGDEEP KUMAR GHAI	Pr.CCA	25736566
GP CAPT R K KHATTRI	Jt. CCA (Pension & A/c)	25730060
SMT. VIDUSHI CHATURVEDI	Jt. CCA (Revenue & Admin)	25755812
SH.CHHAJJU SINGH	Dy. CCA - I	25729702
SH. ARSHAD MASOOD	Dy. CCA - II	25721385
SH.J.K.P.SINGH	CAO (Admin)	25751531
SH. MAHENDRA SINGH	CAO (Pension)	25729465
SMT. N.RAJESWARI	CAO (Cash & Accounts)	25729273
SH. PRADEEP CHATURVEDI	CAO (PV & Revenue)	25730061
SH.C.P. SINGH	CAO (Assessment)	25751635
SH. CHANDRA MOHAN SHARMA	CAAO (Admin)	25751633
SH. ARBIND KUMAR	CAAO (Admin)	25751531
SH.RADHA RAMAN SINGH	CAAO (Legal)	25751632
SH. ANIL KUMAR GUPTA	CAAO (Pension)	25729465
SH.M.MUTHUKRISHNAN	CAAO (Pension)	25729465
SH.JASPINDER SINGH SODHI	CAAO (Pension)	25729465
SMT. KUSUM LATA	CAAO (Cash)	25751530
SH.G.R.DEVODOSS	CAAO (Accounts)	25751530
SH. RAM KUMAR SHARMA	CAAO (GPF)	25729460
SH.M.RADHAKRISHNAN	CAAO (Revenue)	25751635
SH. HARISH CHANDRA	CAAO (Revenue)	25751635
SH. SUSHIL SINGH KUNWAR	CAAO (Assessment)	25751634
SMT. MANSA BHATT	Jr.Acctt. (Admin)	25751530
SH. SWARAJ SINGH	Jr.Acctt. (Admin)	25751530
SH.JAGPAL SINGH	Jr.Acctt. (Admin)	25729462
SH. KULDEEP KUMAR	Jr.Acctt. (Admin)	25751530
SH. SUNIL RUSTAGI	Jr. Acctt. (Legal)	25721530
SH. BIRENDRA SINGH	L.D.C. (Admin)	25729460
SH. BINU MATHEW	Jr. Acctt (System Administrator)	25721044
SH. ASHISH KAUL	Jr.Acctt. (GPF)	25729460
SH. ARJUN KUMAR	Jr.Acctt. (GPF)	25729460
SMT. RAJ BALA	Sr.TOA (GPF)	25729460
SH. T.K.SINGH	Sr.Acctt. (Pension)	25749048
SH. B.MUKHERJEE	Jr. Acctt. (Pension)	25729465

SMT. BABITA SURYAVANSHI	Jr.Acctt. (Pension)	25749048
SH. BHAGAT SINGH	Jr.Acctt. (Pension-MIS)	25749048
SH. AVINASH TRIPATHI	Jr.Acctt.(Pension)	25749048
SH. SIDDHARTH RANA	Jr.Acctt. (Pension)	25749048
SH. AWADH SHANKAR	Jr.Acctt. (Pension)	25749048
SMT. ANJU MADWAL	Jr.Acctt. (Pension)	25749048
SH. YOGAMBER SINGH BISHT	Sr.TOA (Pension Grievances)	25749048
SH. ABHIMANYU CHAND	TA (Pension)	25749048
SH. SURESH KUMAR	Jr. Acctt. (Pension Vouching)	25735091
SH. MP SINHA	Jr.Acctt. (Pension Vouching)	25735091
SH. HARISH SINGH NEGI	Jr.Acctt. (Pension Vouching)	25735091
SMT. DROPMI SHARMA	Jr.Acctt. (Pension Vouching)	25735091
SH. SURESH	L.D.C. (Pension Vouching)	25735091
SH. MANOJ KUMAR	Jr.Acctt. (Cash)	25751530
SH. SANJAY KUMAR	Jr.Acctt. (Cash)	25751530
SMT. RANJU GROVER	Jr.Acctt. (Cash)	25751530
SH. S S RAWAT	Sr.TOA (Cashier)	25751530
SH. SANJAY PRASAD	Jr.Acctt. (Cashier)	25751530
SH. JITENDRA KUMAR	Jr.Acctt. (Accounts)	25751530
SH. MUHAMMAD GULREZ KHAN	Jr.Acctt. (Accounts)	25751530
SH. RAVI KUMAR	Jr. Acctt. (Accounts)	25721560
SH. SUKHBIR SINGH VERMA	Jr.Acctt. (Assessment)	25751530
SH. SATYA PRAKASH	Jr.Acctt. (Revenue)	25721044
SH. ANAND SHEKAR	Jr.Acctt.(Revenue)	25751530
SH. BIJENDRA SINGH	Jr.Acctt. (Revenue)	25721044
SH. VINOD KUMAR	Jr.Acctt. (Revenue)	25721044
SH. VIKAS JAIN	Jr.Acctt. (Revenue)	25721044
SH. RAMESHWAR MISHRA	RM	
SH. RAJESHWAR SINGH	RM	
SH. RAM KIRPAL	RM	25729273
SH. BABU RAM	RM	25729273

11. Monthly remunerations each officer/ employees including system of compensation

All the employees of the office are placed in these pay bands according to the cadre to which they belong. The remuneration with reference to pay in the scales mentioned above along with the allowances as admissible from time to time.

SL NO.	NAME	DESIGN / SECTION	PAY BAND	GRADE PAY
1.	SH. JAGDEEP KUMAR GHAI	Pr.CCA	67000-79000	NIL
2.		CCA	PB-IV (37400-67000)	10000
3.	GP CAPT R K KHATTRI	Jt. CCA (Pension & A/c)	PB-IV (37400-67000)	8700
4.	SMT. VIDUSHI CHATURVEDI	Jt. CCA (Revenue & Admin)	PB-IV (37400-67000)	8700
5.	SH.CHHAJJU SINGH	Dy. CCA - I	PB-III (15600-39100)	6600
6.	SH. ARSHAD MASOOD	Dy. CCA - II	PB-III (15600-39100)	6600
7.	SH.J.K.P.SINGH	CAO (Admin)	PB-II (9300-34800)	5400
8.	SH.C.P. SINGH	CAO (Assessment)	PB-II (9300-34800)	5400
9.	SMT. N.RAJESWARI	CAO (Cash & Accounts)	PB-II (9300-34800)	5400
10.	SH. MAHENDRA SINGH	CAO (Pension)	PB-II (9300-34800)	5400
11.	SH. PRADEEP CHATURVEDI	CAO (PV & Revenue)	PB-II (9300-34800)	5400
12.	SH.G.R.DEVODOSS	ACAO (Accounts)	PB-II (9300-34800)	4800
13.	SH. CHANDRA MOHAN SHARMA	ACAO (Admin)	PB-II (9300-34800)	4800
14.	SH. ARBIND KUMAR	ACAO (Admin)	PB-II (9300-34800)	4800
15.	SH. SUSHIL SINGH KUNWAR	ACAO (Assessment)	PB-II (9300-34800)	4800
16.	SMT. KUSUM LATA	ACAO (Cash)	PB-II (9300-34800)	4800
17.	SH. RAM KUMAR SHARMA	ACAO (GPF)	PB-II (9300-34800)	4800
18.	SH.RADHA RAMAN SINGH	ACAO (Legal)	PB-II (9300-34800)	4800
19.	SH. ANIL KUMAR GUPTA	ACAO (Pension)	PB-II (9300-34800)	4800
20.	SH.M.MUTHUKRISHNAN	ACAO (Pension)	PB-II (9300-34800)	4800
21.	SH.JASPINDER SINGH SODHI	ACAO (Pension)	PB-II (9300-34800)	4800
22.	SH.M.RADHAKRISHNAN	ACAO (Revenue)	PB-II (9300-34800)	4800
23.	SH. HARISH CHANDRA	ACAO (Revenue)	PB-II (9300-34800)	4800
24.	SH. T.K.SINGH	Sr.Acctt. (Pension)	PB-II (9300-34800)	4200
25.	SH. RAVI KUMAR	Jr. Acctt. (Accounts)	PB-I (5200-20200)	2800
26.	SH. SUNIL RUSTAGI	Jr. Acctt. (Legal)	PB-I (5200-20200)	2800
27.	SH. SURESH KUMAR	Jr. Acctt. (Pension Vouching)	PB-I (5200-20200)	2800
28.	SH. B.MUKHERJEE	Jr. Acctt. (Pension)	PB-I (5200-20200)	2800
29.	SH. JITENDRA KUMAR	Jr.Acctt. (Accounts)	PB-I (5200-20200)	2800
30.	SH. BINU MATHEW	Jr. Acctt (System Administrator)	PB-I (5200-20200)	2800
31.	SH. MUHAMMAD GULREZ KHAN	Jr.Acctt. (Accounts)	PB-I (5200-20200)	2800
32.	SMT. MANSA BHATT	Jr.Acctt. (Admin)	PB-I (5200-20200)	2800
33.	SH. SWARAJ SINGH	Jr.Acctt. (Admin)	PB-I (5200-20200)	2800
34.	SH.JAGPAL SINGH	Jr.Acctt. (Admin)	PB-I (5200-20200)	2800
35.	SH. KULDEEP KUMAR	Jr.Acctt. (Admin)	PB-I (5200-20200)	2800

36.	SH. SUKHBIR SINGH VERMA	Jr.Acctt. (Assessment)	PB-I (5200-20200)	2800
37.	SH. MANOJ KUMAR	Jr.Acctt. (Cash)	PB-I (5200-20200)	2800
38.	SH. SANJAY KUMAR	Jr.Acctt. (Cash)	PB-I (5200-20200)	2800
39.	SMT. RANJU GROVER	Jr.Acctt. (Cash)	PB-I (5200-20200)	2800
40.	SH. SANJAY PRASAD	Jr.Acctt. (Cashier)	PB-I (5200-20200)	2800
41.	SH. ASHISH KAUL	Jr.Acctt. (GPF)	PB-I (5200-20200)	2800
42.	SH. ARJUN KUMAR	Jr.Acctt. (GPF)	PB-I (5200-20200)	2800
43.	SH. MP SINHA	Jr.Acctt. (Pension Vouching)	PB-I (5200-20200)	2800
44.	SH. HARISH SINGH NEGI	Jr.Acctt. (Pension Vouching)	PB-I (5200-20200)	2800
45.	SMT. DROPDI SHARMA	Jr.Acctt. (Pension Vouching)	PB-I (5200-20200)	2800
46.	SMT. BABITA SURYAVANSHI	Jr.Acctt. (Pension)	PB-I (5200-20200)	2800
47.	SH. SIDDHARTH RANA	Jr.Acctt. (Pension)	PB-I (5200-20200)	2800
48.	SH. AWADH SHANKAR	Jr.Acctt. (Pension)	PB-I (5200-20200)	2800
49.	SMT. ANJU MADWAL	Jr.Acctt. (Pension)	PB-I (5200-20200)	2800
50.	SH. BHAGAT SINGH	Jr.Acctt. (Pension-MIS)	PB-I (5200-20200)	2800
51.	SH. SATYA PRAKASH	Jr.Acctt. (Revenue)	PB-I (5200-20200)	2800
52.	SH. BIJENDRA SINGH	Jr.Acctt. (Revenue)	PB-I (5200-20200)	2800
53.	SH. VINOD KUMAR	Jr.Acctt. (Revenue)	PB-I (5200-20200)	2800
54.	SH. VIKAS JAIN	Jr.Acctt. (Revenue)	PB-I (5200-20200)	2800
55.	SH. AVINASH TRIPATHI	Jr.Acctt.(Pension)	PB-I (5200-20200)	2800
56.	SH. ANAND SHEKAR	Jr.Acctt.(Revenue)	PB-I (5200-20200)	2800
57.	SH. BIRENDRA SINGH	L.D.C. (Admin)	PB-I (5200-20200)	1900
58.	SH. SURESH	L.D.C. (Pension Vouching)	PB-I (5200-20200)	1900
59.	SH. RAMESHWAR MISHRA	RM	PB-I (5200-20200)	1800
60.	SH. RAJESHWAR SINGH	RM	PB-I (5200-20200)	1800
61.	SH. S S RAWAT	Sr.TOA (Cashier)	*	
62.	SMT. RAJ BALA	Sr.TOA (GPF)	*	
63.	SH. YOGAMBER SINGH BISHT	Sr.TOA (Pension Grievances)	*	
64.	SH. ABHIMANYU CHAND	TA (Pension)	*	
65.	SH. RAM KIRPAL	RM	*	
66.	SH. BABU RAM	RM	*	

* On loan basis from BSNL