

THE 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 (I) of section 6;
- (ii) Fee shall be charged for providing information under sub-section (I) 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.

Gp Capt R.K. Khattri
CPIO & Joint Controller,
DTO Building, Prasad Nagar,
New Delhi- 110 005
Telephone:- 011-25730060

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

7. Particulars of Appellate Authority

Shri Ajay Kumar,
Controller Communication Accounts,
DTO Building, Prasad Nagar,
New Delhi- 110 005
Telephone:- 011-25755455,

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 helps 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.

10. Directory of Officers/ Employees:

Name	Desgn / Section	Office
	Pr. CCA	25736566
Sh. Ajay Kumar	CCA	25755455
Gp Capt R.K. Khattri	Jt. CCA	25729703
Sh.Chhajju Singh	Dy.CCA-I	25729702
Arshad Masood	Dy.CCA-II	25721385
Sh.J.K.P.Singh	CAO(Admn)	25751531
Sh. Mahendra Singh	CAO (Pen)	25729465
C.S. Guleria	CAO (R&A)	25721044
Sh.C.P. Singh	CAO(Assessment)	25721044
Smt. N.Rajeswari	CAO(Cash)	25729273
Sh. Pradeep Chaturvedi	CAO(Vouching)	25735091
Sh. N K Goel	ACAO (Cash)	25751530
Sh.M.Radhakrishnan	ACAO(Rev)	25721044
Sh.G.R.Devodoss	ACAO(Vouching)	25735091
Sh.M.Muthukrishnan	ACAO(Pension)	25749048
Sh. Ravi Kumar	Sr.Acctt.	25721560
Sh.Ashish Kaul	Sr.Acctt.	25729460

Sh. B.Mukherjee	Sr. Acctt.	25751530
Sh. Sunil Rustagi	Sr. Acctt.	25751530
Sh.Sanjay Kumar Jha	Sr. Acctt.	25721044
Smt. Mansa Bhatt	Sr. Acctt.	25721044
Smt.Babita Surytavanshi	Sr.Acctt.	25749048
Sh. T.K.Singh	Sr.Acctt.	25749048
Sh. Suresh Kumar	Sr. Acctt.	25735091
Sh.Satendra Singh	Jr.Acctt.	25749048
Sh.Rajesh Kumar Verma	Jr.Acctt.	25735091
Sh.Jagpal Singh	Jr.Acctt.	25729462
Sh. Rameshwar Mishra	RM	NIL
Sh. Rajeshwar Singh	RM	25736566
Sh. S N Prasad	Reception	25729462 /25818729
Sh. Manish Kumar	Sr. TOA	25721044
Sh. S S Rawat	Sr.TOA	25751530
Smt.Raj Bala	Sr.TOA	25729460
Sh. Yogamber Singh Bisht	Sr. TOA	25749048
Sh. Abhimanyu Chand	TA	25749048
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.

Name	Desgn / Section	Pay Band	Grade pay
	Pr. CCA	67000-79000	nil
Sh. Ajay Kumar	CCA	PB-IV (37400-67000)	10000
Gp Capt R K Khattri	Jt. CCA	PB-IV (37400-67000)	8700
Sh.Chhajju Singh	Dy.CCA-I	PB-III (15600-39100)	6600
Arshad Masood	Dy.CCA-II	PB-III (15600-39100)	6600
Sh.J.K.P.Singh	CAO(Admn)	PB-II (9300-34800)	5400
Sh. Mahendra Singh	CAO (Pen)	PB-II (9300-34800)	5400
C.S. Guleria	CAO (R&A)	PB-II (9300-34800)	5400
Sh.C.P. Singh	CAO(Assessment)	PB-II (9300-34800)	5400
Smt. N.Rajeswari	CAO(Cash)	PB-II (9300-34800)	5400
Sh. Pradeep Chaturvedi	CAO(Vouching)	PB-II (9300-34800)	5400
Sh. N K Goel	ACAO (Cash)	PB-II (9300-34800)	4800
Sh.M.Radhakrishnan	ACAO(Rev)	PB-II (9300-34800)	4800
Sh.G.R.Devodoss	ACAO(Vouching)	PB-II (9300-34800)	4800
Sh. M.Muthukrishnan	ACAO(Pension)	PB-II (9300-34800)	4800
Sh. DPS Malik	ACAO(Pension)	PB-II (9300-34800)	4800
Sh. K.C. Bose	ACAO(Pension)	PB-II (9300-34800)	4800
Sh. Dinesh Garg	ACAO(GPF)	PB-II (9300-34800)	4800
Sh.S N Singh	ACAO(Rev)	PB-II (9300-34800)	4800

Sh. Ravi Kumar	Sr.Acctt.(A/c)	PB-II (9300-34800)	4200
Sh.Ashish Kaul	Sr.Acctt. (GPF)	PB-II (9300-34800)	4200
Sh. B.Mukherjee	Sr. Acctt. (Admin)	PB-II (9300-34800)	4200
Sh. Sunil Rustagi	Sr. Acctt. (Admin)	PB-II (9300-34800)	4200
Smt. Mansa Bhatt	Sr. Acctt. (Rev)	PB-II (9300-34800)	4200
Smt.Babita Surytavanshi	Sr.Acctt. (Pension)	PB-II (9300-34800)	4200
Sh. T.K.Singh	Sr.Acctt. (Pension)	PB-II (9300-34800)	4200
Sh. Suresh Kumar	Sr. Acctt. (Vouching)	PB-II (9300-34800)	4200
Sh. S S Rawat	Sr.TOA (Cash)	*	
Smt.Raj Bala	Sr.TOA (GPF)	*	
Sh. Yogamber Singh Bisht	Sr. TOA (Pension)	*	
Sh. Manish Kumar	Sr. TOA (MIS)	*	
Sh.Satendra Singh	Jr.Acctt. (Pension)	PB-I (5200-20200)	2800
Sh.Rajesh Kumar Verma	Jr.Acctt. (Vouching)	PB-I (5200-20200)	2800
Sh.Jagpal Singh	Jr.Acctt. (Admin)	PB-I (5200-20200)	2800
Sh. S N Prasad	Reception	*	
Sh. Abhimanyu Chand	TA (Pension)	*	
Sh. Rameshwar Mishra	RM	PB-I (5200-20200)	1800
Sh. Rajeshwar Singh	RM	PB-I (5200-20200)	1800
Sh. Ram Kirpal	RM	*	
Sh. Babu Ram	RM	*	

- On loan basis