



महानगर टेलीफोन निगम लिमिटेड
(भारत सरकार का उद्यम)

MAHANAGAR TELEPHONE NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

निगम कार्यालय, CORPORATE OFFICE

23/c

MTNL/CO/Pers/Sr/94/LTC/04/part-I | 25
25/03/2014

- | | | |
|---|--|------------------------------|
| (1) Executive Director
MTNL
Delhi | (2) Executive Director
MTNL
Mumbai | (3) CGM(WS)
MTNL
Delhi |
|---|--|------------------------------|

Sub: Expenditure Management- Economy measures and Rationalization of expenditure- Reg.

Reference is invited to DPE OM No. DPE/3(4)/08(Fin) dated 15th October, 2013 forwarded by DoT (copy enclosed) on the above subject for strict compliance. Accordingly, the following measures for fiscal prudence and economy comes into immediate effect in MTNL.

(A) Seminars and Conferences:

- (1) Utmost economy shall be observed in organizing conferences/seminars/workshops. Only such conferences, workshops, seminars etc. which are absolutely essential, should be held wherein also a 10% cut on budgetary allocations shall be effected.
- (2) Holding of exhibitions/seminars/conferences abroad is strongly discouraged except in the case of exhibitions for trade promotion.
- (3) There will be a ban on holding of meetings and conferences at five star hotels.

(B) Purchase of Vehicles

- a. Purchase of Vehicles is banned until, further orders, except against condemned vehicles.

(C) Domestic and Foreign Travel

- (1) All officers are to travel in economy class for domestic travel. For International travel, all officers may travel by economy class except Board Members, Executive Directors and CVO.

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28/3/14



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MTNL

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In all cases of air travel, only the lowest fare air tickets of the entitled class are to be purchased/procured. No companion free ticket on domestic/international travel is to be availed of. The existing instructions regarding travel on LTC (Leave Travel Concession) would continue.

- (2) Foreign travel should be restricted to most necessary and unavoidable official engagements based on functional necessity, and that extant instructions are strictly followed.
- (3) Where travel is unavoidable, it will be ensured that officers of the appropriate level dealing with the subject are sponsored instead of those at higher levels. The size of the delegation and the duration of the visit will be kept to the minimum.
- (4) Proposal for participation in study tours, workshops/conferences/seminars/presentation of papers abroad at Government cost will not be entertained except those that are fully funded by sponsoring agencies.
- (5) Travel expenditure should be so regulated as to ensure that allocated budget remains the same.

(D) Creation of Posts:

- (1) There will be a total ban on creation of new posts.
- (2) Posts that have remained vacant for more than a year are not to be revived except under very rare and unavoidable circumstances and after seeking clearance of Board of Directors of MTNL.

This issues with the approval of Competent Authority.

(Deepak Chanduka)
GM (HR)

Encl: As Above

Copy to:

- 1) PS to CMD- for kind information of CMD.
- 2) Director (HR)/(Tech.)/(Fin.), MTNL
- 3) CVO, MTNL
- 4) GM(Admn) MTNL, Delhi/Mumbai
- 5) GM(Finance) Delhi/Mumbai/Corporate Office

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