

Calcutta Telephones

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

ए के गर्ग

मुख्य महाप्रबंधक

A K Garg

Chief General Manager

No. CGM/MISC/V/09-10

Date : December 5, 2009

Sub : Overall improvement in punctuality

Dear colleague,

I congratulate all of my Executives for accepting wholeheartedly, the "Executives' Arrival Reporting System (EARS)" developed by the initiative of our In House IT Cell of CTD and working through MEDHA w.e.f. 1st December, 2009.

I also offer my sincere appreciation to all levels of my Executives and Non-executive colleague for the significant improvement in punctuality in office, which is now visible all over Calcutta Telephones.

At this juncture, I would like to urge all of my Senior Executives to emphasize upon few relevant issues, namely.

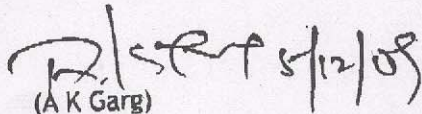
- 1) to ensure availability of at least one MEDHA terminal at a common point of each of our office buildings, which will be accessible to all our Officers and staff (when the package is ready) willing to poll their arrivals to that building, but not having any MEDHA Terminal for their individual usage.
- 2) to review rescheduling of the workloads and responsibilities of our Executives and Non-executives, in the backdrop of the increased output as a result of improved effective working hours.

Any suggestions in this connection are welcome.

I am more than confident that with the level of enthusiasm shown by our CTD family members in appreciating the need for improving punctuality, its resultant better public image, and many other innovations in immediate future, Calcutta Telephones will very soon be able to reshape, for the better, its business and image to our present and potential customers.

With regards to all,

Yours sincerely,


(A K Garg)

Copy to :

PGM(CFA) / PGM(CM)

All GMs

All AMs / DGMs

All Service Associations & Unions

GM(IT) - for uploading on MEDHA