

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

O/o Sr. GM(TS), Eastern Court, New Delhi – 110001.

No.111-23/93/T-II (Pt. IV)

Dated :- 11-06-2013

To
The Heads of all Telecom Circles,
BSNL.

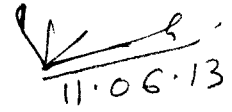
Subject:- Discontinuation of Telegram Services.

Approval of the competent authority is hereby conveyed **to discontinue the telegram service of BSNL w.e.f. 15.07.2013.** The following actions are requested to be taken in this regard :

1. The booking of telegram service must be discontinued w.e.f. 15.07.2013.
2. The Telegraph office/Customer Service Centre may keep the record of telegram for **three months as per ITR-164 & ITR169.**
3. Log book (TI-90), Outturn Slip (TI-113) and Service message may be kept for six months **as per Appendix No.3 of P & T Manual IX.**
4. Complaints (all complaints regarding messages from the public, Press messages, Acceptance of without prepayment (TI-22), local Number Slip for sent and received messages on main circuits (TI-95), list of messages sent by hand/post (TI-117), Press messages, Register of (TI123) may be kept for one year **as per Appendix No.3 (Preservation of records), P & T Volume IX.**
5. The concerned Customer Service Centres may keep the record of Log book (TI-90), Outturn slip (TI-113) for six months **as per Appendix no. 3 of P & T Manual IX.**
6. To redeploy the telegraph staff in other services of **BSNL like mobile, landline etc.** within three months after the discontinuation of booking of telegram.
7. The rented buildings where telegraph office are functioning throughout the country exclusively for booking and receiving of telegrams, **should be vacated after following proper procedures.**
8. WTMS Server located at Trivandrum may be used for Inventory Management System (IMS), Asset Management System (AMS), Cash Management System (CMS), Finance Accounting System & Trial-Balance (FAST) throughout the Circle. **Computers of WTMS may be used in other services of BSNL in field telecom circles as per requirement.**

It is requested to send the compliance report to this office.

This is issued with the approval of competent authority.



(SHAMEEM AKHTAR)
Sr. GM(TS)

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