

Rules, regulations, instructions manual and records for discharging functions

[Section 4(1)(b)(v)]

(i) Title and nature of the record/ manual /instruction.	The overall objectives and framework of rules and regulations of the Company is laid down in the Memorandum and Articles of Association of the Company. Each Department of the Company, while discharging its functions, is guided by manuals, policy and guidelines, which are periodically reviewed and updated.
(ii) List of Rules, regulations, instructions manuals and records.	Guideline of department of Public Enterprises, Central Vigilance commission. CDA Rules, Standing order
(iii) Acts/ Rules manuals etc	1, Conduct, Discipline and Appeal rules 1998 (CDA) 2. Certified standing orders for MTNL nonexecutives (under Industrial Employment / Standing order) Act 1946.
(iv) Transfer policy and transfer orders	<p>A] For Executives</p> <ol style="list-style-type: none"> 1. Transfer may be inter zonal, for consideration of rotational transfer the maximum period of stay in GM Zone the eligibility for rotational transfer may be Seven (7) years. 2. However no officer may work in a sensitive job like CIVIL/MM/Cable Construction/Commercial Stores and Cash Counters for more than three (3) years, 3. Eligibility for rotational transfer is to be reviewed in the month of January every year as per the stay in the GM Zone as on 31st December. 4. Corporate office and each GM in it under the respective CGM will be treated as a separate zone for the purpose of rotational transfers. 5. Officers who are due for retirement on superannuation within three (3) years from the date of review will be exempted from the rotational transfer unless there is a request from the official for the same. <p>B] For Nonexecutives</p> <ol style="list-style-type: none"> 6. Transfer may be inter zonal , for consideration of rotational transfer the maximum period of stay in GM Zones, the eligibility for rotational transfer may be Seven (7) years. 7. However no official may work in a sensitive job like Civil MM/Cable Construction/ Commercial Stores and Cash Counters for more than three (3) years. 8. Inso far as a lineman phone mechanic outdoor category is concerned the lineman phone mechanic of the may be shifted from one GM Zone to other GM Zone of same area{e.g.GM(Z-3) to GM(Z-IV)} 9. Eligibility for rotational transfer is to be reviewed in the month of January every year as per the stay in the GM unit as on 31st December 10. For the purpose of stay in the GM unit the entire stay of the group C and D official will be taken into account including service rendered as a casual labor also if any. 11. Each GM unit will be treated as a separate zone for the Purpose of rotational transfer. 12. The residence of the official will be taken into account while conducting transfers ,official staying far most will be accommodated in the nearest area as far as possible, request submitted if any will be considered to the possible extent. 13. Officials who are due for retirement on superannuation within three (3) years from the date of review will be exempted from the rotational transfer unless there is a request from the official for the same. 14. MTNL Units can elaborate further the guidelines given above in Consultation with unions without any change in the guidelines but with the approval of the corporate office.