

Channel of Submission and Level of Final Disposal of Cases in LFA Division.

Group Head: DDG (LFA)

Section: LFA Division

Sl. No.	Subject	Channel of Submission	Level of Final Disposal
1	Reply to Parliament Questions:		
	(i) Starred Question	AO/ADG/Dir./ DDG/Adv.(F)/ M(F)/Secy.(T)	MOC & IT
	(ii) Un-starred Question	AO/ADG/Dir./ DDG/Adv.(F)/ M(F)	MOSC & IT
	(iii) Supply of information to Parliamentary Committees	AO/ADG/Dir./DDG/Adv.(F)/ M(F)	Secy. (T) / Ch. (TC)
2	VIP references: (a) Cabinet Ministers / Ministers of State / Cabinet Secretariat etc. (b) MPs / MLAs etc.	AO/ADG/Dir./DDG/Adv.(F)/M (F)/Secy. (T)	MOC & IT/MOSC & IT
3	Supply of information / data / files etc. to Audit as requisitioned by them	AO/ADG	Dir.
4	Audit by P & T Audit	AO/ADG/Dir.	DDG
5	Reply to Audit Memos	AO/ADG/Dir.	DDG
6	Reply to CAG Paras	AO/ADG/Dir.	DDG
7	Review of Audit / Internal Audit Paras	AO/ADG/Dir.	DDG
8	Annual Assessment of License Fees paid by the Telecom Operators based on the Audited AGRs including watch on receipt of DV reports	AO/ADG	Dir.
9	All routine correspondence with Telecom Operators asking for various information relating to Assessment of Licence Fee	AO/ADG	Dir.
10	Routine correspondence with CCAs asking for information and clarifications	AO/ADG	Dir.
11	Review of payments and outstanding	AO/ADG	Dir.
12	Calculation of penal interest on delayed payments & recovery of the same	AO/ADG	Dir.
13	Refund / adjustment of license fee excess paid	AO/ADG/Dir./DDG	Adv.(F)
14	Speaking order on Representation by Licensees on Annual Assessment	AO/ADG/Dir.	DDG

15	Clarifications / guidelines on verification reports of deduction claims	AO/ADG/Dir.	DDG
16	Dealing with correspondence with the CCAs and licensees on DVR / Assessment	AO/ADG	Dir.
17	Checking of affidavit etc. at the time of recovery of quarterly revenue share / License Fees	AO	ADG
18	Annual Financial settlement of revenue share / L.F	AO / ADG	Dir.
19	Safe custody of Performance Bank Guarantee	AAO/AO/ADG	Dir.
20	Maintenance of Bank Guarantee Register	AAO/AO/ADG	Dir.
21	Review of Performance Bank Guarantees, issue of letters for extension of BGs before the expiry of its validity period and invocation in case of non-extension and enhancement of BG amount.	AO/ADG	Dir.
22	Disposal of Appeal / Representation received from TSPs regarding BGs	AO/ADG/Dir	DDG
23	Issue of instructions / guidelines in connection with Financial Bank Guarantees	AO/ADG/Dir	DDG
24	Approval for invoking BG at the written request of TERM Cell at Field Units or Hqrs or by Licensing Wing	AO/ADG	Dir.
25	Computerisation of LF and WPF software	AO/ADG/Dir./DDG	Advisor (F)
26	Data compilation, preparation and submission of Telecom Commission Memo	AO/ADG/Dir./DDG/ Adv.(F)	Member (F)
27	Reconciliation of LF collections	AO/ADG/Dir./DDG	Adv.(F)
28	Monitoring of LF Collections, GR / AGR figures and trend analysis under clause 19.1 and 19.2 of LA	AO/ADG/Dir./DDG	Advisor (F)
29	Administration and Staff Matters of LFA Division	AO/ADG/Dir.	DDG
30	Furnishing of Data / Information / Write-up for Annual Report of DoT every year	AO/ADG/Dir.	DDG
31	Furnishing Statement of Arrears of Non-Tax Revenue (year wise break-up) to Budget Section for onward submission to Ministry of Finance	AO/ADG/Dir.	DDG
32	Preparation of RE / BE and submission to Budget Division	AO/ADG/Dir.	DDG
33	Providing inputs for quarterly Return of Financial Advisor's (FA) report for onward submission to Department of Expenditure, Ministry of Finance	AO/ADG/Dir.	DDG
34	Monthly Return on report on prompt disposal of VIP references	AO/ADG/Dir.	DDG

35	Monthly Return on report on Important events/significant developments pertaining to Ministries/ Departments	AO/ADG/Dir.	DDG
36	Monthly Return on report on progress of Parliamentary Assurance	AO/ADG/Dir.	DDG
37	Furnishing of various other Data / Information to different Sections of DoT as requisitioned by them	AO/ADG/Dir.	DDG
38	Furnishing Report on Standing Committee on Finance matters / other Parliament Committees	AO/ADG/Dir./DDG	Adv. (F)
39	Furnishing Year-wise data of Investment in Infrastructure	AO/ADG/Dir.	DDG
40	Furnishing Data for Finance Commission	AO/ADG/Dir.	DDG
41	Furnishing report on Major initiatives and achievements undertaken in DoT	AO/ADG/Dir.	DDG
42	Furnishing (a) Material for the President of India Address for both Houses of Parliament, (b) Material for incorporation in Finance Minister's Budget Speech etc.	AO/ADG/Dir.	DDG
43	Dealing of RTI cases	AO/ADG	Dir.
44	Dealing with RTI Appeal cases	AO/ADG	DDG
45	Quarterly / Half yearly / Yearly Returns of RTI cases	AO/ADG/Dir.	DDG
46	Review of receipts from various penalties levied by other wings of DoT / Field Units	AO/ADG/Dir./DDG	Advisor (F)
47	Correspondence regarding various penalties imposed by other wings of DoT / Field Units	AO/ADG	Dir.
48	NTP - 2012 (Implementation of areas assigned to LFA Division)	AO/ADG/Dir./DDG/ Adv. (F)	Member (F)
49	Use of Technology for strengthening Financial Management System with reference to redefined FA's charter	AO/ADG/Dir./DDG/ Adv. (F)	Member (F)
50	Arithmetic vetting of calculation of penalty in respect of Roll out obligations	AO/ADG	Dir.
51	Arithmetic vetting of Assessment of License Fee / calculation of interest details etc. received from AS Section and from other Licensing Branch	AO/ADG	Dir.
52	Furnishing para wise Reply / Comments on Petitions received from various Branches of DoT	AO/ADG/Dir.	DDG
53	Court cases (Furnishing para wise comments to various Branches)	AO/ADG/Dir.	DDG

54	Placing indents for various items on IT Sections and general items on G-I Branch	AAO/AO	ADG
55	Action under clause 22.1 of Licence Agreement	AO/ADG/Dir.	DDG
56	Monitoring and enforcing provisions of clause 22.2, 22.3 (a) and 22.3 (b) of LA	AO/ADG/Dir.	DDG
57	Scrutiny under clause 22.4 of LA	AO/ADG/Dir.	DDG
58	Issue of show cause notice and appointment of Auditors under clause 22.5 of LA	AO/ADG/Dir./DDG	Adv. (F)
59	Issue of show cause notice for and appointment of Special Auditors under clause 22.6 of LA	AO/ADG/Dir./DDG	Adv. (F)
60	Action under clause 22.7 of LA	AO/ADG/Dir.	DDG
61	Capacity Building in respect of assessment	AO/ADG/Dir.	DDG
62	Audit under clause 22.4 and 22.5 of the Licence Agreement	ADG/Dir.	DDG
63	Special Audit under clause 22.6 of the Licence Agreement	ADG/Dir./DDG/Adv. (F)/M (F)/Sec. (T)	MOC & IT
64	Review of Assessment process for betterment of accuracy and correctness	AO/ADG/Dir.	DDG
65	Review of DVR reports	AO/ADG/Dir.	DDG
66	Review of LF portions of State of Work Report	ADG/Dir./DDG	Adv. (F)