F.No. 1-4/2019-DGT/1
Government of India
Ministry of Communications
Department of Telecommunications
DGT-HQ
909, Sanchar Bhawan, New Delhi-110001

Dated 26.12.2019

OFFICE MEMORANDUM

Subject: Administrative Inspection/Audit of LSA Field Offices.

In Feb 2017, an Apex level post of Director General (Telecom) has been created as Head of all the 39 Field Units in 22 LSAs spread all over the country. To assist DG (Telecom) one HAG level officer, four SAG level officers & four JAG level officers have also been provided at DGT HQ.

2. All the LSAs are headed by HAG/HAG+ level officer, with following five functional verticals each headed by SAG level officers:
   (a) Administration functions
   (b) Technology functions
   (c) Security functions
   (d) Compliance functions
   (e) Rural Infrastructure functions

3. To improve functioning of LSA and its field units, it is necessary to check the functioning and have periodical Inspection of each LSA. It may be understood that inspections are not investigations but to assess the facts/state of affairs and improve the functioning of LSAs.

4. A draft proforma for Administrative Inspection/Audit of LSAs was circulated to all LSAs for providing comments on the aforesaid proforma. The comments received from LSAs were appreciated by DG Telecom and after necessary examination of the matter by DGT HQ, the proforma for Administrative Inspection / Audit of Field Unit was finalized and has been approved by DG Telecom (copy enclosed).

5. It has also been decided that the frequency of such Inspection/Audit shall be once in a year by a team constituted by DGT-HQ. Composition of team shall be as under:

   (i) Two officers of the rank of JAG/STS from DGT-HQ.
   (ii) One officer of the rank of STS/JTS from other LSA.

Contd..
6. The detailed schedule and list of officers carrying out the inspection shall be communicated separately.

This issue with the approval of DG(T).

Encls: as above

To
All the Heads of LSAs in the Field Units

Copy to
(i) Secretary (T) & Chairman, Digital Communication Commission (DCC), DoT HQrs
(ii) Member (S)/Member (T)/Member (F), DCC, DoT HQrs
(iii) All Advisors/Sr DDGs/DDGs of DoT HQ.
(iv) Controller General of Communication Accounts (CGCA), DoT.
(v) JS (A)/JS (T)/DDG (C&A), DoT HQrs
(vi) Director (IT), DoT for uploading this OM on the website of DoT.
(vii) Guard File/Spare copy.

(Padma Kaushik V)
Section Officer (A&W)
Ph: 23036360
DEPARTMENT OF TELECOMMUNICATIONS
O/O DIRECTOR GENERAL TELECOM HQ
SANCHAR BHAWAN NEW DELHI

ADMINISTRATIVE INSPECTION/AUDIT OF FIELD UNITS

QUESTIONNAIRE

INSPECTION YEAR: 20xx

OFFICE: O/o ______________________

An objective, impartial, systematic and independent examination of books, accounts, statutory records, documents and vouchers of an organization to ascertain how far the financial statements as well as non-financial disclosures present a true and fair view of the concern.
1. **Introductory**

1. Date and duration of the present inspection.
2. Composition of the present inspection team.
3. Date of last inspection
4. Who has held the charge as the Head of the LSA since the last date of inspection?

2. **Administration**

2.1 **General**

1. (a) Whether Aadhaar based Bio-metric Attendance System has been installed in the office? Is it operational? If no, the reasons thereof?
   (b) Are the reports of Aadhaar based Bio-metric Attendance system being reviewed regularly?
2. Whether the office has space as per the requirement and approved Schedule of Accommodation?
3. Whether the office is accessible to physically challenged person/senior citizen, etc?
4. Whether the office premises are regularly cleaned?
5. Whether the name/sign boards of the office/officers are bilingual/trilingual as the case may be?
6. Whether the office details are prominently displayed at the entrance of the building?
7. Whether the office has proper Reception/waiting area for the visitors?

2.2 **Establishment**

1. Whether registers of establishment for permanent and temporary establishment are maintained properly, duly filled and updated?
2. Sanctioned strength and actual working strength of the officers category wise (A, B and C) may be intimated as per the below proforma:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Post /Grade</th>
<th>Sanctioned</th>
<th>In position</th>
<th>Number of vacancies and date from which vacant</th>
<th>Cause of vacancy (Transfer, retirement, death, long leave etc.)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
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<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
</tr>
</tbody>
</table>

3. Rotation of Staff (Details of persons working in the same sections/unit for more than five years):
4. Whether Absentee statements are being prepared?
5. Whether punishment register is being properly maintained?
6. Whether pay fixation of the staff on promotion has been done as per the guidelines. Test check of cases from the year of inspection.
7. Whether pay fixation of the staff on deputation has been done as per the guidelines? Test check of cases from the year of inspection

2.3 DDO Functions

1. Checking of paid vouchers, PFMS etc.
2. Pay bill register & other bill registers.
3. R.R of personal advances files and register as Scooter Car advance, Motorcycle advance, Festival advance etc.
4. Whether the income tax is deducted from contractors/suppliers.
5. Register of increment, leave roster, CGEGIS, absentee statements.
6. TA, LTC advance and adjustment register.
7. Register for the reimbursement of Children Education Allowances.
8. Register for reimbursement towards purchase of Mobile hand set and briefcase.
10. Copy of incoming/outgoing LPCs.
11. P & T inspection reports/ internal inspection reports
13. Staff Norms file/establishment register.
15. Stock register of stationery, Furniture, computer, equipment and Books.
16. Record of hiring/sanction of vehicle in case of :-
   a. Hired vehicle from private transporters:-
      i. Agreement file and documents.
      iii. Paid bill register and bill approval file.
17. Register of items purchased on GeMs and e-Tender procurements.
18. Register of unserviceable store and Scrap Register.
2.4 Maintenance of service books

1. Are the service books of all officials kept by the authorised officer in his personal custody?
2. Is an alphabetical index of service books for staff of office maintained in accordance with Rule of FHB Vol-I? Is the register of service books being properly written up?
3. Are the service books being maintained as per rules?
4. Whether 5% of service books are being checked every year?
5. Whether Head of LSA inspected at least 10% of the service books in the year of inspection?
6. Whether nominations for Group Insurance Scheme/GPF have been obtained from all the employees, countersigned by the Head of LSA and pasted in the service book?
7. Are acknowledgements issued to the effect that nominations from Government servants have been received and placed on record?
8. Have all nominations in respect of DCRG/Family pension been obtained and kept on record. If not, how many are pending and what is the action taken to obtain the same.
9. Whether annual verification of service is being carried out and certificates recorded in the service book?
10. Whether leave records are being regularly updated in the service books?
11. Whether entries of Foreign service, LSPC, LTC, promotion and increment are being regularly made in the service books?
12. Whether entries of official Laptop for personal use, Mobile phone provided with service connection, etc being made in the service book?
13. Whether the service books are being got perused by the concerned officials/officers every year and his/her signature obtained as required vide SR 202?
14. Whether Aadhaar number of all the employees have been entered in the service book?
15. Whether past entries found missing in the Service Book, if any, whether the suitable action has been initiated for updating the same?
   (a) How many such entries detected during the last 6 months?
   (b) How many such entries have been updated?

2.5 New Pension Scheme

1. Whether the PRAN applications of new subscribers are being submitted on time?
2. Whether PRAN of all employees under NPS are being entered in service books?
3. Is the NPS recovery being made from the month following the month of joining?
4. Whether there are any Resignation/superannuation cases of employees under NPS? If so, whether withdrawal forms have been submitted to NSDL and status of the same?
5. Whether 10% NPS contribution has been deducted from DA arrears/or any other salary arrears paid and uploaded to the respective PRANs?
6. Whether any cases of suspension/EXOL/HPL of NPS employees are there? If so, whether NPS contribution for that period is being made as per NPS rules?
7. Whether after the end of FY al subscribers are receiving the Statement of Transactions by email/post from NSDL?
8. Whether requests from the NPS subscribers for updating personal details (viz. mobile number, email, address etc), reprint of PRAN card and reset of password etc. are being attended by office?
2.6 Right to Information (RTI)

1. Whether the CPIO and FAA has been appointed?
2. Whether a Register/File for receipt/disposal of RTI cases being maintained?
3. Whether RTI applications are being disposed off within the stipulate time?
4. Whether cases of Appeals under RTI being disposed off within the stipulated time?
5. Whether quarterly/six-months/annual reports in respect of RTI cases being submitted to DoT HQ in time?
6. Whether periodic monitoring of the RTI cases is done by the Head of LSA?
7. Whether RTI Portal is regularly monitored by CPIO and FAA?

2.7 Mechanism of Public Grievance and Transparency

1. Whether a senior officer has been appointed as the Director of Public Grievances?
2. Whether the office has been empowered to pursue the matters represented and liaise with all branches and sections?
3. Whether a day of the week has been earmarked for attending to public grievances by senior officers?
4. Whether a complaint box has been placed at the reception?
5. Have suitable arrangements been made for visitors for lodging their complaints?
6. Have information and Facilitation Counters been opened?
7. Has a Complaint Register been opened and are the complaints being entered therein?
8. Has time-frame been fixed for disposal of complaints?
9. Does Head of Office/Department review the action taken for redressal of Public Grievances?
10. Whether release of information to the public on Department’s activities is taking place through (a) Book-lets: (b) Information & Facilitation Counter (c ) Internet
11. Whether cases received on PG portal (CPGRAMS) are closed within the stipulated time? Summary of cases received during last six months and their closure period to be given in the format.

<table>
<thead>
<tr>
<th>Total cases received</th>
<th>Cases closed within 30 days</th>
<th>Cases closed within 31 to 45 days</th>
<th>Cases closed within 46 to 60 days</th>
<th>Cases closed within 61 to 90 days</th>
<th>Cases closed in more than 90 days</th>
<th>Remarks</th>
</tr>
</thead>
</table>

12. Whether cases are closed after confirming satisfactory disposal of the grievance from the applicant?

13. Whether complaints received from other sources viz letters, emails etc are addressed timely and accounted for?

14. Summary of complaints received from other sources during last six months and their closure period to be given in the format.

<table>
<thead>
<tr>
<th>Total complaints received</th>
<th>Complaints closed within 30 days</th>
<th>Complaints closed within 31 to 45 days</th>
<th>Complaints closed within 46 to 60 days</th>
<th>Complaints closed within 61 to 90 days</th>
<th>Complaints closed in more than 90 days</th>
<th>Remarks</th>
</tr>
</thead>
</table>
15. Details of complaints received regarding fraudulent means of acquiring land for towers and action taken thereof.

16. Whether precautionary messages are published periodically in newspaper? If yes, newspaper clippings to be submitted.

2.8 Legal
1. Summary of court cases pending to be submitted in the following format.

<table>
<thead>
<tr>
<th>Total no. of pending cases in the LSA</th>
<th>No. of cases pending in Supreme Court</th>
<th>No. of cases pending in TDSAT</th>
<th>No. of cases pending in High Court</th>
<th>No. of cases in other lower courts</th>
<th>No of cases where stay is granted against DoT/UiO orders/instructions/license/demand notices etc</th>
<th>Total financial implication of the court cases</th>
<th>No of contempt cases pending</th>
</tr>
</thead>
</table>

2. Whether the legal fees paid to counsels of various courts is in accordance with the orders/OMs issued by Ministry of Law & Justice? Cases where claims are admitted in excess of the admissibility are to be raised as observation in the IR.

3. Whether there are cases where implementation of judgements is still pending? Whether further process of legal remedy has been initiated in such cases?

4. Whether orders of the court are being implemented without obtaining the approval of the headquarter?

5. How many cases have been disposed on ex parte basis against DOT/UiO during the Inspection Year? Whether further process of legal remedy has been initiated in such cases?

6. Whether rulings on legal matters/litigation policy are being maintained separately?

7. Whether the rulings on handling of court cases and adherence to litigation policy of government are being followed? Any deficiency noticed in this regard may be commented upon?

8. Whether the court cases are being regularly updated in LIMBS Portal? Details to be provided?

2.9 Welfare
1. Whether the office has a staff Canteen?

2. Whether the office has recreation room/club and library? If yes, whether the library contains the hindi books?

3. Whether differently abled employees provided with all requisite enablers as per directions/guidelines of GoI?

4. Whether the office has proper toilet facilities for Gents and Ladies separately?

5. Whether requisite amenities for the female employees available in the office?
## 2.10 Training of Staff

<table>
<thead>
<tr>
<th>Groups</th>
<th>Number of persons in Section/Unit</th>
<th>Number of persons who have undergone in-service training during the year</th>
<th>Area/Module of training</th>
<th>Number of persons who require short-term training (i.e. upto 3 months) in work related jobs</th>
<th>Number of persons who require long-term training (i.e. more than 3 months) in work related jobs</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
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</tr>
<tr>
<td>Group-A</td>
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<tr>
<td>Group-B</td>
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<tr>
<td>Group-C</td>
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<tr>
<td>Group-D</td>
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</tr>
</tbody>
</table>

## 2.11 Compliance of Official Language Policy

(i) Number of letters received in Hindi : 

(ii) Number of letters out of (i) above replied in Hindi : 

(iii) Percentage of correspondence in Hindi with Government Offices located in Hindi Speaking States/UTs : 

(iv) Whether all the documents like orders, notifications, contracts, agreements etc. are issued bilingually : 

## 2.12 (a) Disposal of representation from the staff

<table>
<thead>
<tr>
<th>Number of Representations</th>
<th>Number of Representa</th>
<th>Number of Representation pending for disposal</th>
<th>Reasons for Broad nature</th>
</tr>
</thead>
</table>

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2.12 (b) Disposal of Complaints of Women Employees regarding harassment

<table>
<thead>
<tr>
<th>Number of Complaints</th>
<th>Number of complaints disposed</th>
<th>Number of pending complaints</th>
<th>Details of each pending complaint</th>
<th>Present Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brought forward</td>
<td>Received during the year</td>
<td>Total</td>
<td>No. of Women employees(s)</td>
<td>Date of receipt of complaint</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Whether any hearing has taken place, if so, date thereof</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>Whether the matter was discussed in the Committee/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cell set up to look into such complaints</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>(8)</th>
<th>(9)</th>
<th>(10)</th>
</tr>
</thead>
</table>

2.12 (c) Disposal of Complaints of SC/ST Employees

<table>
<thead>
<tr>
<th>Number of Complaints</th>
<th>Number of complain</th>
<th>Number of pending</th>
<th>Details of each pending complaint</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brought</td>
<td>Receive</td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
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<th>(5)</th>
<th>(6)</th>
<th>(7)</th>
<th>(8)</th>
<th>(9)</th>
<th>(10)</th>
</tr>
</thead>
</table>
2.13 Measures for Physical & Electronic Security:

1. Whether 24x7 physical security arrangements are there in the all office premises of the LSA?
2. Whether such guards are ex-service man / professional security guards? Are these guards armed guards?
3. Whether CCTV cameras installed covering all the corridors, galleries and gates of the office premises?
4. Whether all employees are having name based and post based nic/gov email ids in accordance with the email policy of government of India?
5. Whether all employees are aware that official communications to be done through nic/gov email ids only?
6. Whether all employees are aware that no private email IDs/ private clouds/ social media to be used for any exchange of official data?
7. Whether all PCs/ Laptops are loaded & updated with proper antivirus software? if so, are records for updates & expiries?
8. Whether proper arrangement has been made for electronic data security of the office?
9. Whether proper arrangements are in place for avoiding fire hazard? whether fire-fighting equipment are deployed?
10. Whether employees are trained / briefed about fire safety guidelines?
11. Whether employees are aware about disaster management? Whether any mock drill conducted in coordination with NDRF? What is frequency of drill?

2.14 Minor works & Capital Expenditure

1. Whether any additions have been made in the Departmental building during the last FY and current year?
2. Whether preliminary estimates have been prepared and Administrative approval & Expenditure Sanction has been obtained from the competent authority before commencement of the work?
3. Whether funds were available at the time of incurring expenditure?
4. Whether proper entries have been made in the asset register/stock register?
5. Whether any annual maintenance/repair has been carried out in respect of Departmental building/IQ during the year?
6. Whether expenditure on annual maintenance has been incurred after preparing preliminary estimates and obtaining Administrative approval & Expenditure Sanction from competent authority?
7. Whether any building work has been commenced/completed/ work in progress during the year of inspection?
8. Whether building project work has been included in Demand of Grant wherever applicable?
9. Whether expenditure on various components i.e Land/Building/Electric works are according to the sanctioned estimate?
10. In case there is variation beyond permissible limit, whether revised approval of the competent authority has been obtained?

2.15 Miscellaneous

1. Whether reply / input on parliamentary questions/ matters has been provided to DGT HQ/DoT in time?
2. Whether any workshop/ conference organised for public awareness on Telecom related issues/ matters?

3. Compliance

3.1 CAF Audit

1. Latest Month upto which CAF audit has been completed (Report finalised after joint discussion with TSP).
2. Latest Month upto which penalty notice issued.
3. Latest Month upto which representations have been decided.
4. Total Penalties imposed on Service Providers in CAF Audit.
5. Total Penalties recovered.
6. Total Outstanding penalty amount.
7. Break-up of outstanding penalty amount into following categories:
   (i) Under representation upto 15 days
   (ii) Under representation > 15 days
   (iii) Within due date of payment (21 days from issuance of demand note or within one week of decision of appeal by DDG, whichever is later)
   (iv) In litigation
   (v) Outstanding against BSNL/MTNL
(vi) Outstanding Amount (in Rs.) which LSA have recommended to CCA for encashment of FBG
(vii) Remaining amount and its relevant heads.

3.2 EMR Testing/Audit

1. Year-wise details of BTSs physically audited under following heads (Current year and previous year):
   (i) Total Number of BTS at the beginning of the year.
   (ii) Target of the year (as per 10% of BTSs)
   (iii) Number of BTSs audited.
   (iv) Number of BTSs found exceeding DoT prescribed EMF radiation limits.

2. Details of Penalty imposed and recovered
   (i) Total penalties imposed under following heads:
      - On account of violation of radiation norms
      - On account of violation of self-certification norms
      - On account of violation of signage norms
      - Total amount
   (ii) Total Penalty amount recovered
   (iii) Breakup of Outstanding penalty amount
      - Under representation
      - In litigation
      - Outstanding against BSNL/MTNL
      - Remaining amount and its relevant head.

3.3 Service Testing

1. Details of service testing completed and certificate issued during the year.
2. Status of progress for pending cases in the format as under.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of TSP</th>
<th>Date of registration</th>
<th>No of Block/DHQ offered for testing</th>
<th>No of Block/DHQ completed</th>
<th>Reasons for delay, if any</th>
</tr>
</thead>
</table>

3.4 MNP

1. Whether the MNP reports are being received from MCH Zone 1/MCH Zone 2?
2. Whether the pending cases of porting are intimated to TSPs?
3. Number of meetings conducted with TSPs for resolution of pending MNP cases.
4. Technology

4.1 OSP Registration & Inspection

1. Information regarding OSP registration may be submitted in the table as under:

<table>
<thead>
<tr>
<th>S.No</th>
<th>No of applications received during the audit year</th>
<th>No of OSPs registered during the audit year</th>
<th>No applications pending for more than one month</th>
<th>No of cases of sharing infrastructure registered during the audit year</th>
<th>No of cases for which valid BG collected and agreement signed</th>
</tr>
</thead>
</table>

2. Whether annual inspections are being conducted? Information of the inspections conducted during the year of Audit to be submitted in the format as under:

<table>
<thead>
<tr>
<th>S.No</th>
<th>No. of OSPs targeted for inspection during the audit year (Target of OSPs)</th>
<th>No. of OSP inspections completed during the audit year</th>
<th>No. of OSP inspection reports issued during the audit year</th>
</tr>
</thead>
</table>

4.2 Inspection of NLD/ILD/TSP/ISP/VSAT etc.

1. The status of target and achievement for the current FY to be submitted in the format as under:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Type of License (TSP/ISP/NLD/ILD/VSAT etc)</th>
<th>Total number of such licenses in the LSA</th>
<th>Inspection target for the year</th>
<th>Achievement so far</th>
<th>Remarks</th>
</tr>
</thead>
</table>

4.3 Telecommunication services in response to Disaster.

1. Whether Disaster Management Committee has been formed in co-ordination with the state authorities?
2. If yes, submit the details of the committee.
3. Whether the co-ordination committee meetings are held periodically?
4. Whether any necessity of the utilisation of the Committee has arisen in the past and action taken thereof?
5. Whether Disaster Drills are being conducted by TSPs/Disaster Agencies at regular intervals.
6. Any measures taken to Advocacy and Public awareness.
5. Rural

5.1 Right of Way related issues

1. Whether the State Government/Local authority has appointed the appropriate authority as per the Indian Telegraph Right of Way Rules, 2016?

2. If yes, whether the state government/local authority has put in place a procedure for establishment and maintenance of underground or over ground telecom infrastructure?

3. Whether co-ordination meetings are conducted regularly with the appropriate authority and licensees to resolve the pending issues? No of meetings conducted during the inspection year to be submitted.

4. Total no of ROW cases received and resolved during the year.

5. Whether State Telecom Coordination Committees & District Telecom Coordination Committees formed? If not, reason thereof may be provided. If, yes what is the outcome?

5.2 Network Coverage of villages.

1. Whether network coverage of villages is checked regularly for DBT mission?

2. Whether complaints related to poor coverage received from all sources are handled promptly and checked for improvement after compliance by the TSP? Details to be submitted in the format as under.

<table>
<thead>
<tr>
<th>Total no of cases received during the year</th>
<th>Total no of cases inspected</th>
<th>Total no of cases made over to the TSP</th>
<th>Total no of cases where coverage has improved</th>
<th>Remarks</th>
</tr>
</thead>
</table>

3. No of villages for which coverage has been checked during the year.

4. Whether cases received from the Lead Managers (Nodal of banks) for connectivity of villages are taken up with the TSPs? Details to be submitted in the format as under

<table>
<thead>
<tr>
<th>Total no of cases received during the year</th>
<th>Total no of cases made over to the TSP</th>
<th>Total no of cases where connectivity has been provided/restored</th>
<th>Remarks</th>
</tr>
</thead>
</table>

5.3 Environment sustainable technologies.

1. Whether the LSA has received half yearly report for utilisation of hybrid power from the TSPs? Details to be submitted for all the TSPs.

2. Any other initiative taken up by the TSPs to be submitted in brief.
5.4 Inspection of LWE Sites & USOF funded Projects:

1. Whether inspection of LWE sites done? Details of the report may be submitted please.
2. Whether technical inspection of projects being funded by the USOF (like projects being done by BBNL) is carried out? Summary reports may be submitted

6. Security

6.1 Interface with security agencies and TSP.

1. Whether co-ordination meetings are held regularly with the TSPs and security agencies to resolve their issues? Details of meetings held to be submitted.

6.2 Operation and Maintenance of CMS.

1. Whether tender for O & M of Electromechanical services of RMC is in operation? If so the details.
2. What is the operational timing of the RMC? Whether duty chart of staff is maintained?
3. Whether LEMF are installed at all the LEAs? Details to be submitted.
4. Whether regular fortnightly reconciliation of targets as per SOP is done?

6.3 Control over clandestine operations/illegal activities.

1. Whether the cases received from Haryana call centre are handled promptly? Summary of cases received/transferred/closed/FIR filed etc for the current FY to be submitted.
2. Whether heavy caller report is collected from the TSPs regularly? What is the method adopted for its analysis and action thereof?
3. Whether analysis of call/subscription/traffic data is done from security angle in the LSA? Its periodicity, methodology and action thereof to be submitted.

6.4 Inspections

1. Whether targets for security related inspections of Internet Lease line, International/National Private Lease circuit have been decided? Details along with inspection completed during the inspection year to be submitted.
2. Target for Security Inspection of Telecom Network of Service Provider and the details of inspections conducted so far to be submitted.
7. Implementation of Suggestions/Recommendation of Last Inspection

(i) Have all the suggestions/recommendations/defects pointed out in the previous inspection been implemented/ rectified

(ii) If not, specific reasons for not implementing the same in each case.

8. Brief recapitulation of defects or shortcomings noticed and any other comments which Inspecting Officer(s) may have to make.

Signature
Head of LSA
Name & Designation

Signature
(Inspecting Officer -1)
Name & Designation

Signature
(Inspecting Officer -2)
Name & Designation

Signature
Name & Designation