

Government of India  
Ministry of Communications  
Department of Telecommunications  
(Access Services Wing)  
Sanchar Bhawan, 20 Ashoka Road, New Delhi – 110 001

File No: 800-21/2015-AS.II-Part(3)

Dated:08.03.2024

**To**

**All UAS/ UL /UL (VNO) Licensees**

**Subject: Timelines for digitization of Paper CAFs (including associated documents) by the Licensees-reg**

This is in supersession to earlier DoT instructions issued vide letter of even number dated 24.07.2023 by which the timelines of digitization of Paper CAFs was given till 30.09.2023. Request has been received from telecom industry for extension of timelines for completion of this activity.

2. In this regard, it has been decided that the timelines for completion of digitization of Paper CAFs (including associated documents) is being extended till 30.06.2024. No further extension of timelines shall be entertained after this date. The Licensees shall submit only digitized copies of Paper CAFs (including associated documents) in respective LSAs as part of the regular CAF audit w.e.f. 01.07.2024. Thereafter, if a licensee submits Paper CAFs or scanned copy of CAFs (not properly digitized as per instructions dated 11.10.2021), then it shall be treated as a procedural lapse in that respective audit cycle and a penalty of Rs. 1 lakh per incidence shall be imposed on the licensee irrespective of number of non-digitized CAFs submitted in that audit cycle.

3. It is also clarified that if a licensee submits digitized copy of paper CAF(s) in any regular CAF audit but the date of digital signature on that sample digitized CAF(s) is beyond the due date i.e., 30.06.2024, then no penalty shall be imposed in those cases and it shall be considered as compliant cases.

(Prashant Verma)  
**Director (AS-II)**

**Copy to:**

1. DG (T), DoT HQ for necessary action and compliance of these instructions.
2. DDG (SA)/ DDG (AI&DIU), DoT HQ, New Delhi-for kind information.