

**GOVERNMENT OF INDIA  
MINISTRY OF INFORMATION AND TECHNOLOGY  
DEPARTMENT OF TELECOMMUNICATIONS  
20, ASHOKA ROAD, SANCHAR BHAWAN  
NEW DELHI-110001.**

No.5-3/ 2002- TA-II

Dated 13<sup>th</sup> August 2010  
34th

Subject: - Revised format for monthly SWR.

The following guidelines for completing the new format of SWR circulated vide OM no. 5-3/2002-TA-II/291 dated 24.06.2010 are herein issued:

The following is for superannuation cases: 1 A (i)

1. Column A(i)- The cases pending with the CCA offices in the beginning of the month reported upon and which are due for settlement up to the end of reporting month.

Column A (ii) - The cases which were due for settlement up to the end of reporting month as per the six monthly lists sent by the BSNL but not received. This will also include the cases which have been returned for clarification/inadequacy of document to the BSNL and not received.

2. Column B - The cases due for settlement upto the end of the reporting month i.e A (i) + A (ii)

3. Column C - The cases received vis a vis column A (ii). Suppose the SWR for May 2010 is reported then cases pertaining to June 2010 and later, which if received will not be mentioned here whereas if cases pertaining to prior months eg: April 2010 if received, needs to be mentioned here.

4. Column D - The cases which have not been received from BSNL i.e. A (ii)-C

5. Column E - The cases for settlement with CCA will be the sum of A (i) and C

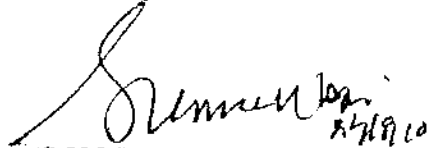
6. Column F - Actual number of cases settled during the month to be mentioned.

7. Col. G (i) - The cases received and pending with CCA, due for settlement up to the end of the month reported upon will be mentioned.

8. Column G (ii) - The sum of Column D and the cases referred back to BSNL by CCA office for clarification/inadequacy of documents etc during the month

1 A (ii) Details of closing balance cases of Col G Above- Herein the cases shown under column G (i) i.e. cases pending with CCA offices only need to be analyzed.

This has the approval of the competent authority

  
(S.K. Mukherjee)  
Asstt. Director General (DCA)

To

1. All Heads of CCA offices.
2. Director (OL), DOT with a request to supply Hindi translation of this letter at the earliest possible.
- ✓ 3. Director (IT) with a request to put the above letter in the DOT website.
4. PS to Member (F)
5. PS to advisor (F)
6. Guard File.

242/D(17)  
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