

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

O/o Sr. GM(TS), Eastern Court, New Delhi - 110001.

No.111-23/93/T-II (Pt. IV)

Dated :- 11-06-2013

To
The Heads of all Telecom Circles,
BSNL.

Subject:- Discontinuation of Telegram Services.

Approval of the competent authority is hereby conveyed to **discontinue the telegram service of BSNL w.e.f. 15.07.2013.** The following actions are requested to be taken in this regard :

1. The booking of telegram service must be discontinued w.e.f. 15.07.2013.
2. The Telegraph office/Customer Service Centre may keep the record of telegram for **three months as per ITR-164 & ITR169.**
3. Log book (TI-90), Outturn Slip (TI-113) and Service message may be kept for six months as per **Appendix No.3 of P & T Manual IX.**
4. Complaints (all complaints regarding messages from the public, Press messages, Acceptance of without prepayment (TI-22), local Number Slip for sent and received messages on main circuits (TI-95), list of messages sent by hand/post (TI-117), Press messages, Register of (TI123) may be kept for one year as per **Appendix No.3 (Preservation of records), P & T Volume IX.**
5. The concerned Customer Service Centres may keep the record of Log book (TI-90), Outturn slip (TI-113) for six months as per **Appendix no. 3 of P & T Manual IX.**
6. To redeploy the telegraph staff in other services of BSNL like mobile, landline etc. within three months after the discontinuation of booking of telegram.
7. The rented buildings where telegraph office are functioning throughout the country exclusively for booking and receiving of telegrams, **should be vacated after following proper procedures.**
8. WTMS Server located at Trivandrum may be used for Inventory Management System (IMS), Asset Management System (AMS), Cash Management System (CMS), Finance Accounting System & Trial-Balance (FAST) throughout the Circle. **Computers of WTMS may be used in other services of BSNL in field telecom circles as per requirement.**

It is requested to send the compliance report to this office

This is issued with the approval of competent authority.


11.06.13

(SHAMEEM AKHTAR)

Sr. GM(TS)

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