

Instruction related to PCO :

Sub - Simplified procedure for allotment of STD/ISD/Local PCOs.

The procedure for allotment of STD/ISD/Local PCOs is further simplified as follows.

1. STD/ISD and local PCO forms are free of charge now PCO applications are to be submitted at QCSCs.
2. PCOs are now to be provided after taking an individual Security Deposit of Rs.3000/- in case of Local PCOs & Rs.5000/- for STD/ISD PCOs by demand draft or cash. It is decided that henceforth PCOs will be approved on the spot by the QCSC and issue Demand Note/work orders across the counter.
3. In case of STD/ISD or Local PCO, the applicant should submit following documents along with the application:-

(The Applicant will submit self-attested Photocopy of the documents along with originals, for on the spot Spot verification & return)

a) Proof of Identity & age-Any one of the following documents:

- i) Voter's Photo Identity card.
- ii) Driving licence
- iii) PAN Card issued by Income Tax Authorities.
- iv) Pass port.
- v) Ration Card

b) Attestation of signature of the applicant by his/her Banker (original only)

4. The security deposit to be reviewed & raised by AO (TR) depending on the billing pattern as per the practice.
5. No need to execute any PCO agreement with the franchisee. However the applicant should give an undertaking in the enclosed proforma. No stamp paper is required for the undertaking.
6. QCSC counter clerk will verify the documents with originals & certify the verification on Photocopies under his/her signature, Name, Staff No. & Designation. Once the documents are verified Counter-person will issue work order in case the security deposit is submitted by draft along with application and will issue Demand Note in case of cash payment. After payment of demand note by cash, work order will be issued across the counter. In case documents are not complete, the counter person will politely inform about the necessary documents required for the application.
7. There is no limit on maximum number of PCOs at a place. Any number of PCOs can be provided at one place. However in case of bulk booking of 10 or more PCOs, Area GMs and Vigilance units are to be intimated as per DGT instructions.
8. Additional PCO on request will be provided through similar procedure mentioned above by taking a deposit of Rs.5000/-per additional STD PCO and Rs.3000/- for Local PCO. The revenue of existing STD/LOCAL PCO need not be taken into account for additional PCOs.
9. On issue of work order, SDE external of the area will visit the premises & confirm accessibility of the premises to the public, availability of prescribed TEC approved Charging Device for STD PCO and CCB PCO instrument for Local PCO. PCO will be put through after completion of these formalities.



Undertaking by PCO Holder

ISD & STD or LOCAL PUBLIC TELEPHONE

I, Shri /Mrs/Miss _____

S/o, D/o, W/o _____

and resident of _____

here by state and declare the following :-

- a. My nationality is Indian and I am above 18 year of age.
- b. The premises where the Public Telephone required is:
 - i. Easily accessible to public
 - ii. Occupied by me / allotted to me by _____
(Name of Authority)
 - iii. Not a residence.
- c. DOT-TEC approved CCB instrument only will be purchased by me at my own cost for the LPT provision and the same will be maintained by me in working condition. Similarly, DOT-TEC approved charging equipment will be purchased by me at my own cost for my STD/ISD PCO which will be compatible to operate invariably on 16 KHz metering pulse from the telephone exchange and calls will be charged according to this metering pulse.
- d. My landlord has no objection for installation of STD/ISD PCO at Installation address. However, if in future my landlord takes objection for STD/ISD PCO then I hereby authorize MTNL Mumbai to disconnect my PCO line without giving any notice to me. Further, I indemnify MTNL Mumbai from any liabilities due to any dispute between me and the owner and / or lesser of the premises.
- e. I hereby declare that all the documents provided by me for STD /ISD PCO are true and genuine. However if in future any of the documents submitted by me proves to be false and/or fabricated in that case MTNL Mumbai is authorised to disconnect my PCO line without giving any notice to me and I am aware that I will be liable for losses and consequences arising thereof.
- f. I am also aware that if any of the above information stated at item No.1 (a) to (e) is found to be false or incorrect or distorted my PCO will not be installed by MTNL and that the money deposited by me to MTNL for STD/ISD/local PCO will be refunded to me without interest. Also, if any of the conditions stated at item (1) above is violated at any stage, my Public Telephone is liable for disconnection by MTNL at any time without giving any notice to me.



MTNL, MUMBAI, MAHARASHTRA BOOK DEPO, 15000 ROLLS 2001

2. After the installation of the STD/ISD/Local PCO by MTNL, I give the following undertaking:

- a. I shall not replace the LPT CCB instrument/STD PCO charging equipment with any other type of instrument other than DOT-TEC approved.
- b. I shall charge strictly according to MTNL rates. The STD PCO pulse will be sent by exchange and I will use a charging device which operates only on 16 KHz exchange pulse. For local PCO, I will programme my LPT instrument according to pulse rate decided by MTNL which is 90 second at present.
- c. I shall not charge any service charge or any other additional charge from the Public for local calls made from local PCO. For STD PCO I know that I am eligible to charge upto Rs 2/- only per STD call as service charge.
- d. I shall allow everybody to use the PCO and I shall keep PCO open on all days.
- e. I shall not convert this LPT into a private phone
- f. I shall allow use of VCC cards without collecting any charges from users
- g. I shall abide by all the rules and instructions of MTNL as modified from time to time.
- h. I shall ensure prompt payment of telephone bills and I am aware that my first and subsequent PCO connections are liable to be disconnected should I become a defaulter for non-payment for any of my PCO bill
- i. In case I do not receive any telephone bill on prescribed date, I will, on my own approach Accounts Officer (Telephone Revenue), for getting the bill for making payment to avoid disconnection of my PCO for non-payment
- j. I shall extend all co-operation every time to MTNL staff / officers who come for inspection / verification.
- k. I guarantee minimum monthly revenue of Rs.500/- per month for Local PCO and Rs.1600/- per month for ISD/STD PCO
- l. I am fully aware that if any of the statements given at item 2 (a) to (k) above is violated by me, the PCO is liable to be disconnected by MTNL without any notice

Date:

Signature & Name of Applicant

Place: