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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No: 64-114/10 –S&M-CFA

Dated: 23.04.2012

To,
Chief General Manager, BSNL,
All Telecom Circles/Metro Districts.

Subject: Guidelines for destroying life expired physical pre-paid broadband vouchers.

Certain Circles have asked for guidelines on the above subject. In this reference, the following procedure, duly approved by the competent authority, may kindly be adopted for disposing off the life expired pre-paid broadband vouchers-

- a) CGMs are hereby empowered to constitute a Committee comprising of GM, IFA, DGM (MM)/ DE (MM) - for disposing off the life expired pre-paid broadband Recharge/Top-up/ validity vouchers. The Committee will examine and submit its report to Circle Head for destroying the life expired pre-paid broadband Recharge/Top-up/ validity vouchers in the following format-

S.No.	SSA	Denom ination	Vouchers serial no.		Total		Date of expiry
			From	To	Number of vouchers to be destroyed	Value of the vouchers to be destroyed	

- b) After the approval of the Circle Head the life expired pre-paid broadband Recharge/Top-up/ validity vouchers should be disposed off in the presence of the committee.
- c) While disposing off the life expired pre-paid broadband Recharge/Top-up/ validity vouchers, they should be physically damaged in such a way that there is no chance of its being resold in the market. Such event should not be held more than once a year.
- d) The report/ information about the number of vouchers so destroyed may be sent to the NOC Bangalore for permanently deleting from P3 system, along with reasons for destroying the same. The information about the destroyed vouchers shall be maintained in a register at Circle level as well as at NOC Bangalore by a designated officer.
- e) This has the approval of competent authority.

ASharma

(Ankur Sharma)
DM (S&M CFA)

Copy to: -

1. CGM (BBNW), New Delhi
2. Sr. GM (BBNW), NOC Bangalore