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

No. 24-02/2010 /NWO-CFA/ IN

Dated 17-04 -2012

To,

The Chief General Manager,
All Telecom Circles / Telecom Districts,
BSNL

Subject: Regarding Extension of Shelf Life of Pre-paid IN Cards

Kindly refer to the this office letter of even no. dated 26.03.2009 regarding delegation of powers to Head of Circles for extension of validity of prepaid IN cards to meet out the immediate requirements of the cards and to avoid reprinting of the cards.

Subsequently, this office also considered the various requests of circles for extension of shelf life of cards, extension of which was not covered under the above noted delegated powers to circles.

However, it has been noticed by this office that circles are sending requests for extension of shelf life of Pre-paid IN cards frequently in routine manner without analyzing the actual requirement. This leads to extension of same batch of the cards again and again. Also, repeated re-stamping of cards may deface the appearance of the cards. Repeated re-extension is also not desirable from the security point of view.

Accordingly , it has been decided by competent authority that request of shelf life extension of IN cards shall be entertained in future under the following conditions only-

- i. Any circle having the requirement of valid cards shall first explore the possibility of diversion of cards within circle from one SSA to another.
- ii. It is understood that at present the circles are having a huge quantity of Valid /invalid cards which are lying unsold. It is advised that as per the average sale of previous year in your circle, approximate requirements for next two years may be estimated. Only estimated number of cards required for two years may be retained & rest of the cards may be destroyed as per BSNL CO letter no. BSNL/CO/DDG(BB)/62-07/06-Broadband Dated 26.12.2006 (Copy at Annexure "A").
- iii. The request of extension of shelf life, if required of those prepaid IN cards shall only be given by field units which are estimated as para ii above.
- iv. The above request for extension of shelf life of estimated cards must be sent only in prescribed Performa with a certificate as given below at Annexure "B".


(Sanjay Kumar)
DGM (NWO-II CFA)

Copy to- All SCP In- charges

124/C

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**BROADBAND SECTION
CORPORATE OFFICE**

No: BSNL/CO/DDG (BB)/62-07/ 06 -Broadband

Dated: 26-12-2006

To

All Heads of Telecom Circles/Distts.

Sub: Guidelines for destroying the life expired IT Cards-reg.

Kindly refer to this Office letter no. 62-07/03-Internet dated 19-09-2006 conveying the approval of competent authority for destroying the IT Cards lying with BSNL with expired validity.

It has been decided to adopt following procedure for destroying the life expired IT Cards .

The SSA Heads are empowered to constitute a Committee consisting of the officers not below the rank of DEs/ CAOs for disposing off the the life expired IT Cards and should include the ROI in-charge. The life expired IT Cards should be disposed off in the presence of the committee after the approval of the SSA Head. While disposing off the cards they should be physically damaged in such a way there is no chance of its being resold in the market .Such events should not be more than once a year.

The report/ information about the no. of cards so destroyed may be sent to the Circle IN Coordinator/ CAO(IN) of the circle & SCP In-charge. The circle CGMs should be apprised by SSA heads about reasons destroying the ITC Cards. The information about the destroyed Cards shall be maintained in a register at circle level & SCP level.

This is for your kind information and further necessary action.

o/c 
(M.P. Tyagi)
ADG(IN)

CC: All Circle IN Coordinators

22/12/06
S.A. 26/12/06

Annexure “B”

Performa for validity Extension of Prepaid IN cards

S.N.	Type of Card	Denomination of the cards	Details of PSN		Total no. of Cards	Original/initial validity date printed on card	No. of shelf life extension already given	Date of expiry of present validity	Cards lying with (BSNL/ Franchisee)
			PSN From	PSN To					

Certificate- It is certified that above number of cards are required for maintaining the supply of cards to BSNL outlets and all the conditions mentioned in the letter dated 26.03.2009 have been complied with.