Corporate Office, B&FC Division 5th Floor, Bharat Sanchar Bhawan, Jan path, New Delhi ~ 1

No.16-58/2009-B (BSNL)

dated=2-09-2009

Τo

The Chief General Manager, Telecom Circle.

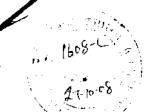
Sub: Financial Control - Cashless purchases of Diesel / Petrol through Corporate Smart Card.

This is regarding financial control to be exercised on the purchase of Diesel / Petrol for maintaining DG sets, vehicles etc. While on the one hand expenditure on this account is spiralling, it is matter of concern that the scheme of cashless purchase of Diesel / Petrol is yet to be implemented. The details of implementation of the said agreement have already been communicated to circles vide Corporate Office (MVT Cell) letter No.11-1/2008-MVT dated 21-10-2008 (copy enclosed).

As per directives of CMD, Heads of Circles are requested to implement this scheme throughout their circle w.e.f. 01-10-2009. Heads of Circles may enter into similar arrangement for Fleet card programme with other companies like BPCL / HPCL etc so as to have coverage under the scheme throughout the circle and ensure that from 01-10-2009, purchase of fuel is effected only through the Corporate Smart Card system. Drawing and disbursing Officers (DDOs) may be suitably instructed that no cash purchase of fuel is made directly or through Imprest / Temporary advance. Further, any cash payments made through Imprest / Temporary advance after 01-10-2009 are to be disallowed by DDOs and recovery made from the salary of the concerned officer.

Compliance regarding implementation of the scheme may be sent latest by **20-10-2009** for perusal of CMD.

(YOJANA DAS) GM (B&FCI)





भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

MVT Branch, Corporate Office, 8th Floor, Bharat Sanchar Bhavar Janpath, New Delhi –110001

No: 11-1/2008-MVT

Dated 21st Oct'2008

To

All CGMs, BSNL Telecom Circles, Chennai Telephones & Kolkata Telephones All CGMs, BSNL Telecom Projects, Telecom Regions & Telecom Factories, The CGMs, BSNL T&D Circle / QA Circle / DNW / NCES/ Telecom Stores, The CGMs, BSNL BRBRAITT / ALTTC / NATFM.

Sub: Introduction of Smart card "XtraPower" issued by M/S Indian Oil Corporation Ltd. in all BSNL units for cashless purchase of Diesel /Petrol etc. with immediate effect.

In accordance with the Agreement executed recently by BSNL & IOC Ltd on the above subject, M/S IOC Ltd. will issue Corporate Smart Cards "XtraPower" as per card Programme indicate in Annexure-I to all BSNL Units for purchase of Diesel / Petrol for running DG Sets, vehicles etc from their designated Retail Outlets. The Circles/SSAs will assess the requirement of cards in all their units and may place a supply order on IOC Ltd. for the same. The card fee will be Rs.100/ (one hundred) per card and the validity of the card is for three years from the date of issue. The Scheme will be operational immediately and will be for Six months. It may be extended further based on the experience of field units.

The Pay & Accounts Officer of each Circle/SSA/Unit will hold the Master Card and will arrange to issue user cards to their intending units based on bonafide requirement for purchase of Diesel/Petrol etc. for vehicles / DG Sets. The daily transaction limit as well as weekly/ monthly transaction limit will be fixed and controlled by him thro' Web based user ID/Password'. He will also authorise his bank the weekly charging of cash upto the permitted limit on the Master card by depositing the amount by cheque or use RTGS as per details shown in Annexure-II and also allocate thro' web the transaction limit for each of his user card holder. The user card authorised card holder. He will be responsible for any unauthorized use of the card. The Charge slip for every transaction he makes should be obtained by him which will be the basic voucher for accounting.

M/S IOC Ltd. allows rebate or discount on fuel purchase which will be reflected in their monthly statement of transactions. The centralized MIS information can be accessed by the Master card holder. Help on issue and usage of these cards can be obtained by visiting www.iocxtrapower.com and check for the nearest contact information in "CONTACT US" Menu option. A copy of the Agreement and Annexure-1 & II on the Fleet Card Program and the Nomenclature of the card is enclosed for kind information & guidance.

Lm(ms)

Control)

(S.Rajendran) Dy.GM (MVT)

Copy to all as per Mailing List-

Copy to: PPS to CMD, BSNL

Morelli out

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XTRAPOWER

ANNEXURE-I

CARD PROGRAM

- 1. XTRAPOWER is one-of-a-kind card program of Indian Oil, which gives you XTRA convenience, XTRA security and XTRA opportunity for cashless transaction and as well earn rewards. It is a tailor-made program for Owners, Operators & Corporates as well.
- 2. With XTRAPOWER Card have an easy, convenient and rewarding way to draw fuel lubricants and monitor their consumption in DG Sets, Vehicles etc.. It facilitates cashless fuel purchase and gives you systematic record of transactions through the card. It is a powerful and unique management tool for an efficient and cost-conscious Corporates and individuals.
- 3. Once enrolled, the owner is assigned a Control Card with Control PIN and "XTRAPOWER" smart card for every user enrolled under the program. Web login User ID and Password would also be assigned to enable you to log on to our dedicated website www.iocxtrapower.com. The Nomenclature and the pre-payment system of XTRAPOWER smart card is personalized with details like Card Number, Customer Name, Name as on card and Expiry Date is indicated in Annexure-II.
- 4. Your XTRAPOWER eard is prepaid and you may have to pre-load as per payment system indicated in Annexure-II either by depositing the desired amount in Cash Management System (CMS) by Cheque to he deposited at local HDFCs' Branch or give RTGS instructions to your Bankers on weekly hasis as much money as permissible through your bank within prescribed limit.
- 5. The XTRAPOWER cards are accepted at designated Retail Outlets of IndianOil, where "Quality & Quantity" of fuels is assured. Every time you need to tank up fuel, drive into one of these IndianOil Retail Outlets and use the card to purchase Auto fuel and lubricants.
- 6. XTRAPOWER gives you full control on the amount you load on your prepaid cards from wherever you are. For example, you can make payments in Mumbai and reload your Cards in Chennai.
- 7. For every transaction, charge slip would be printed (shown alongside) for your records. This slip will indicate the date, time and location of the transaction, card number, product purchased, value of purchase, eard balance after transaction and odometer reading of the vehicle (if provided by the driver) etc. One copy of the transaction slip is given to the user / driver of the vehicle. With the help of these slips you can keep track of your auto fuel/ lubes expenses.
- 8. You can keep track of your card usage by logging on to IOC website www.iocxtrapower.com. As XTRAPOWER member you can view the tracking report for your vehicles also as well as transactions made on each of your cards for any period.

- 9. In addition to the key benefits, XTRAPOWER provides you with value-added benefit of discounts on vehicle related products e.g. Tyres, spares, services etc. through alliance partnerships developed with various manufacturers. (Currently available on JK Tyres only)
- 10. XTRAPOWER card members will enjoy the power of IndianOil's nation-wide network of retail sales points, supported by IndianOil's team of Sales Officers and Managers.
- 11. XTRAPOWER program offers card-insert based basic vehicle tracking at no extra cost.
- 12. The members would receive consolidated monthly statement detailing fuel/lubes purchases by each user, XTRA Points earned etc. If the driver has provided the odometer reading of the vehicle at the time of transaction, the Card member can also ascertain the mileage performance of the vehicle (if needed).

Contact Information:

Please visit web-site www.jocxtrapower.com and check for your nearest contact in "CONTACT US" Menu option.

Customer Helpline No: 1800-425-5599

XTRAPOWER Website: www.jocxtrapower.com



BSNL XTRAPOWER Cards

Annexure-II

Nomenclature

Customer Name

: BSNL NN XXXX

Name as an card

: BSNL NN XXXX

Card number

: CO BNNXXXXnnn î

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BSNL

NN Circle (Short name for the circle which shall be as per the national numbering plan of DOT)

XXXX SSA/Unit name / LDCA /SDCA (Initials of the same)

nnn Card serial number in three digits within particular Customer ID

Payment Systems

Payment to be made by Pay and Accounts Officer (LDCA/UNIT/SDCA)

Payment can be made by:

- i) Cheque to be deposited at local HDFC's CMS Branch
- ii) RTGS instructions to your Bankers

BSNL Customers to register for above services with IOCE. In case RTGS/Net Payment is desired, IOC would provide a unique virtual bank account number to each BSNL XTRAPOWER Customer ID. Customer to make payment through Net/ RTGS in their particular Virtual bank account Numbers only.