

कार्यालय मुख्य सतर्कता अधिकारी,  
O/o Chief Vigilance Officer,  
Eastern Court Complex, Ground Floor,  
Near MTNL Sanchar Haat  
Janpath New Delhi-110001.

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**भारत संचार निगम लिमिटेड**

(भारत सरकार का उपक्रम)

**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

F.N.29-1/2013-VA/76

Dated 18.04.2013.

**(Through BSNL Intranet Only)**

To,

All Circle Vigilance heads,  
BSNL Circles/Units.

Sub Monitoring of reimbursement towards outdoor medical expenses to employees under BSNL MRS.

Ref:- BSNL CO Admn cell letter No. BSNL/Admn.I/15-20/12 dated 16/10-2012.

With reference to above cited subject, the following methodology may be adopted while scrutinizing the medical bills by Vigilance Officers.

1. Quarterly list of total medical bills including bill amount of employees paid during the quarter will be prepared by concerned A.O. (Cash) & submit to the vigilance branch of SSA office by 7<sup>th</sup> of following month of the quarter ending.
2. Quarterly list of total medical bills of circle office staff paid during the quarter will be prepared by concerned A.O. (Cash) and submit to the vigilance branch of Circle office by 7<sup>th</sup> of following month of the quarter ending.
3. Vigilance branch of the SSA/Circle office will select 10% bills from the list randomly and intimate to concerned A.O. (Cash) for sending the vouchers of selected medical bills and A.O. (Cash) will send the same within 7 days.
4. SSA/Circle office vigilance branch will scrutinize the selected vouchers of medical bills and will take up only medical bills for investigation in which any prima facie is observed during the scrutiny. The vigilance branch of SSA/Circle office will return

the balance medical bills in which no any prima facie is observed during the scrutiny to concerned A.O. (Cash) and will record the same.

5. Further action may be taken as per findings of investigation.

6. SSA vigilance office will submit Quarterly Report to Circle office, Vigilance with a copy to SSA Head in the prescribed performa as given below.

7. Circle office, Vigilance will submit Quarterly Report to CVO, BSNL, New Delhi with a copy to Circle Head.

**PERFORMA:**


Quarterly Report of random checking of medical bills for the quarter ending.....

Name of the Circle.....

S.N.	Name of SSA.	Total bill preferred	No. of bills scrutinized.	No. of bills taken for investigation.	Remarks.

Vigilance head of the circle.

This is issued with the approval of CMD BSNL.

  
(S C L Jata) 18/04/13  
AGM(VA)  
Tel:23734371

Copy to:- 1. Sr.PPS to CMD, BSNL for kind information please.

2. Director (HR), BSNL CO, New Delhi for kind information please.

3. All Circle heads, BSNL Circles/Units for kind information & n/a please.