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

No: 9-5/2010-P&P(VIJAY) **Dated: April 26, 2010**

To,

The Chief General Managers,

All Circles/T.D/ITPC

Subject: Migration of retailers on SancharSoft.

New sales and distribution policy is being implemented which will lead to creation of new territory, modification in existing territory and re-demarcation of territory. This will lead to induction of new franchisee and re-allocation of territory to existing franchisee. This will necessitate re-allocation of retailers to franchisee in new and modified territory.

Following guidelines are being issued in this regard:

Sl.No	Action	Responsibility
1.	Downloading of retailer list from SancharSoft and reallocation of retailer, if required, into existing/new territories.	SSAs
2.	Circles will inform ITPC about SSA-wise no. of territories, sample file attached herewith. ITPC to create new franchisee codes for all territories. If a franchisee has multiple territories then one code for each territory to be allotted. Codes should be created as per existing policy. There should not be any overlap between old codes and new codes.	ITPC
3.	Circles will edit information of franchisee against new franchisee code wherever franchisee selection is completed. If franchisee selection is not completed then name of the franchisee can be kept as 'SSA xx Franchisee n'	SSAs
4.	Modification of the current 'F to F migration' page to populate 'from list' from old franchisee codes and 'to list' from new franchisee codes. On migration new franchisee code to be added in the new column. Reports to be generated for all retailers for whom new franchisee code is not assigned.	ITPC

Sl.No	Action	Responsibility
5.	In Sancharsoft, Old mapping to be retained for all records e.g. retailer records, inventory records and CAF records.	ITPC
6.	Both old and new franchisee should be able to login and will be able to see retailer mapped to them respectively, execute secondary sales and enter CAF.	ITPC
7.	Circles should decide a cut-off date since when no material is to be allocated to old/existing franchisee codes. This date should be informed to ITPC for sancharsoft related changes. Auto cutoff will be enabled for Primary Sales, exception for allowing can be requested thro helpdesk.	CIRCLE
8.	Post cut-off date, primary sales of material should be allowed only to new franchisee codes. Old franchisee codes should not be visible while executing primary sales	ITPC
9.	Post cut-off date, SSAs should not conduct any primary sales to old franchisee codes.	SSAs
10.	Old / Existing franchisees should be able to conduct secondary sales and enter CAF from their logins	ITPC
11.	Once steady state is achieved and requirements from existing franchisees are fulfilled e.g. CAF requirement. Then circles can decide a 'Termination date' on which all old franchisee codes will be deleted from Sancharsoft.	ITPC

The above activities may be initiated with immediate effect.

DGM (Project Vijay Monitoring),

Encl: Sample of data to be provided to ITPC by circles.

Cc:

1. Sr Ps to Director(CM) for kind information please
2. GM(PP)CM/GM(SM)CM for kind information and n/a please
3. GM, ITPC for information and n/a please
4. DGM/Sales/CO for monitoring implementation in above regard.