

  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)  
Corporate Office, Bharat Sanchar Bhawan  
Janpath, New Delhi  
(Admn.II Section)

No. 10-6/2011-Admn.II

Dated : 11.2011

To

All the Heads of Telecom Circles/Heads of Telecom Districts  
Bharat Sanchar Nigam Limited.

Subject : Implementation of ERP – reimbursement of claims for Briefcase and towels.

Due to implementation of ERP package, uniform rules and procedures for issue of Brief cases and Towels as mentioned below are to be followed by all BSNL units.

**A. Briefcase**

**1. Cost limit and periodicity**

| Sl No. | Category of Executives                                             | Existing Ceiling | Periodicity for replacement |
|--------|--------------------------------------------------------------------|------------------|-----------------------------|
| 1.     | Executives in the IDA Pay scale of E1 to E3                        | Rs.1000/-        | 4 years                     |
| 2.     | Executives in IDA pay scale of E4/ Gp 'A' officers below JAG level | Rs.1600/-        | -do-                        |
| 3.     | JAG & NFSG JAG level Officers                                      | Rs.2500/-        | -do-                        |
| 4.     | SAG, HAG level Officers                                            | Rs.4000/-        | -do-                        |
| 5.     | CMD/Board Directors/EDs/CVO                                        | Rs.5000/-        | -do-                        |

## 2. Guidelines

- (i) Physical returning of the briefcase issued/purchased earlier is not needed
- (ii) If the executive is transferred from the unit, a suitable entry shall be made in the LPC.
- (iii) No briefcase shall be issued to officials who have less than one year of service left immediately prior to superannuation.
- (iv) On promotion involving change of category, irrespective of adhoc/regular, the executive will be eligible for new briefcase on completion of one year from the date of earlier supply.

## B. Towels

### 1. Cost limit and periodicity

| Category of employees       | Ceiling   | Periodicity        |
|-----------------------------|-----------|--------------------|
| Group A and above           | Rs. 150/- | Once in six months |
| Group B                     | Rs. 125/- | -do-               |
| Group C & D (Non-Executive) | Rs. 100/- | -do-               |

## 2. Guidelines

- a) The claim for towels should be submitted before 31<sup>st</sup> March for the half year Jan – June and before 30<sup>th</sup> Sept for the half year July – Dec.
- b) Carry over of non-claim for the next half year is not allowed/permitted.



( Man Mohan Singh )  
Asstt General Manager (Admn.II)

Copy for information and necessary action to

- PPS to CMD
- PPS/PS to all Directors of BSNL Board
- PPS/PS to CVO/EDs, BSNL Corporate Office
- PGMs/Sr GMs/GMs, BSNL Corporate Office
- DM(R&P)/DM(Cash)/DMs of all other Sections, Corporate Office
- All recognized Association/Union of BSNL
- ERP Development Centre, Ghaziabad wrt their letter No.1-4/2010-ERP, HCM/C.O. corr dated 12.5.2011.