



**BHARAT SANCHAR NIGAM LIMITED**  
( A Govt. of India Enterprise )  
**Corporate Office, Bharat Sanchar Bhawan**  
**Harish Chander MathurLane**  
**Janpath, New Delhi**

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No. 8-1/2007-Admn-II

Dated : 23.1.2013

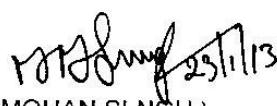
To

All Heads of Telecom Circles/  
Heads of Telecom Districts,  
All Telecom Projects/ Mtce. Regions  
All other Admn. Units  
Bharat Sanchar Nigam Limited

Subject : Supply of towels and briefcases to BSNL employees – Regarding.

To ensure uniformity across various BSNL units, cost ceilings and periodicity in respect of towels and briefcase to working BSNL employees have been approved by the Competent Authority and the same have been conveyed to the Circles vide Corporate Office's letter No. 10-6/2011-Admn-II dated 9.11.2011 (copy enclosed). However, the Competent Authority has noticed that some units are not following the ceilings fixed for the items and has increased the rates.

All Heads of Telecom Circles/Heads of Telecom Districts are requested to follow the instructions issued on the subject strictly.

  
( MAN MOHAN SINGH )  
Asst Director General (Admn-II)

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 : 9.11.2011

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 Officers	Rs.2500/-	-do-
4.	SAG, HAG level Officers	Rs.4000/-	-do-
5.	CMD/Board Directors/EDs/ CVO	Rs.5000/-	-do-

P. T. O.

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.