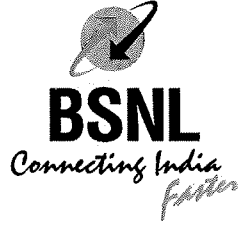


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भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

पी.के. पुरवार

अध्यक्ष एवं प्रबन्ध निदेशक

P.K. PURWAR

Chairman & Managing Director

D.O. No. BSNLCO-CA/29/1/2020-CA-ERP-FICO-Pt(I)

Dated: 5th September, 2022

Dear CGMs,

As per the standing instructions, all invoices are to be processed within 60 days of receipt. Invoices older than 60 days require approval of Dir (F) for which procedure has been issued by CA/FRP-FICO Section of Corporate Office vide letter no. BSNLCO-CA/25/4/2020-CA-ERP-FICO dated 30.12.2021. Further, Dir (F) vide DO letter no. BSNLCO-CA/1/2022-CA-ERP-FICO dated 02.08.2022, has instructed that from 01.09.2022 onwards, CGM should ensure that responsibility is fixed for each case for any delay prior to forwarding cases for relaxation of 60 days period. I hope that these instructions are being followed in letter & spirit.

2. From 1st October 2022 onwards, any invoice older than 180 days shall require approval of undersigned. Therefore, all BA Heads/ Units Heads must be directed that w.e.f. 1st October 2022, all bills older than 180 days shall be sent to Corporate Office for approval of undersigned, after fixing the responsibility for delay.

3. I would also bring to your notice that the BillSuvidha Portal has been rolled out to facilitate invoice submission and tracking. I presume that BAs are in close coordination with vendors are ensuring that the invoices are posted through this portal going ahead and our vendors have clear visibility of the status of invoices they have submitted. You must launch a drive during September, 2022 to on-board the vendors in the portal. Detailed instructions for using this portal have already been issued by CA/ERP-FICO section vide letter no. BSNLCO-CA/1/2022-CA-ERP-FICO dated 18.08.2022. All out efforts shall be made along with the vendors so that we can completely move to BillSuvidha for invoice submission process on most immediate basis. Progress achieved by each BA and other units may kindly be monitored closely at least twice in a month.

Contd.

4. I further advise that for all services and goods received till 31.03.2022, bills are processed on or before 30th Sep 2022 together with associated, penalties/ recoveries and retentions.

5. A certificate shall be submitted by the CGM and IFA jointly by 31.10.2022 that all invoices/ bills received upto 31.03.2022 have been processed and finalized by 30.09.2022. In case of any pendency, the same may also be enclosed with the above certificate, jointly signed by CGM & IFA. Kindly take similar certificates from all BA Heads and their IFAs.

6. I shall be reviewing the performance of your circle in a months' time.

With best wishes,



(P. K. Purwar)