

CBB Section 5th Floor
BSNL Corporate Office
Harish Chandra Mathur
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNLCO-CBB/20(17)/2/2025-CBB

Dated: 09.09.2025

To
The Chief General Manager/IFA,
All Territorial and Non-Territorial Circles

Sub.: Temporary Advance – Timely Settlement – reg.

Ref.: Letter of even No. dated 01.09.2025 regarding Cost rationalisation measure for Operating Expenses.


On review of Temporary Advance payable documents as per assignment based report fetched in ERP SAP it has been observed that in many Circles there are multiple advance approved against employee vendor without adjustment of previous temporary advance.

It is imperative that “all the temporary advance may be sanctioned at GM/SSA Head level only in absolute essential cases. Outstanding temporary advance may invariably be adjusted within one month or the amount may be recovered along with interest from the holder”.

Further, as a cost rationalization measure, Circle-level approving authorities are requested to examine each demand for Temporary Advance carefully, with a view to achieving an overall target of **10% reduction in OPEX during the second quarter.**

Hence, it must be ensured that all previous advances have been duly settled by the concerned officer before authorizing any new Temporary Advance. Corporate Office will approve/authorize funds for a maximum of **three (3) pending Temporary Advances at a time only.**

This issues with the approval of the Competent Authority.


(Shailender Kumar)
DGM (CBB)
BSNL CO, New Delhi