

Corporate – Information Technology Cell  
Sr.GM (CIT), BSNL Corporate office,  
Bharat Sanchar Bhawan  
Janpath, New Delhi 110001  
Ph: 011-23351214



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

No. BSNLCO-CIT/17(14)/5/2022-CIT (252921)

Dated 17.10.2022

To

The Chief General Managers,  
All BSNL Circles/ Units.

**Subject: Reimbursement policy for purchase of Laptop/ Notebook for the CGM/PGM/Sr.GM/GM level officers in BSNL - Regarding ERP Instructions thereof.**

Please refer to the reimbursement policy for laptop/ notebook issued by CIT section vide BSNLCO-CIT/ 11(12)/1/2020 dated 07.10.2022. The guideline/ instructions for the procedure to be adopted in ERP are as follows:

- 1) **Prerequisite to enter claim:** The already issued laptops/ notebooks to all CGM/PGM/Sr.GM/GM level officers need to be entered in ERP in the Info type 9002 (user manual enclosed) in the respective PA/PSA (Personnel Area/ Personnel Sub Area). The certificate of completion of all such entries for the entire circle must be communicated to CIT section, BSNL Corporate office. The CIT section on receipt of such certificate from the circle shall arrange for enabling laptop reimbursement claim through ESS for eligible officers of the circle.
- 2) Laptop Reimbursement Claim may be created and submitted in ESS under 'General Claim Category'. The officer shall submit the print copy of the claim along with original invoice/ bill for claiming reimbursement to staff claim section of BA (Business Area). The user manual "Laptop Reimbursement Process for PAN India.pdf" is enclosed and shall also be available on ERPHelpdesk Portal.
- 3) Necessary work flow for approving of Laptop claim shall be similar as in case of mobile reimbursement case.
- 4) As the purchased laptop shall be the asset of respective BA (Business Area), the cash section after reviewing the invoice shall forward the invoice to IT/ section concerned of the BA for creating asset. The IT/ section concerned shall create Internal Order, allocate budget, create asset no., vendor code and purchase order for the same.
- 5) MIGO to be done for receiving the asset in ERP. Thereafter, IT section will return the claim document along with Invoice to staff claim section after mentioning all above details viz. PO/MIGO/Asset no. for further approving and payment through salary process as per the existing practice. The pass/ pay order shall be done as in the case of mobile reimbursement process.
- 6) The staff claim section shall forward the invoice to the Accounts section for posting of MIRO. The Accounts section shall post MIRO with 'Payment Block - K' in the payment tab in MIRO screen.
- 7) After posting MIRO, vendor liability should be cleared with the corresponding line item in the GL '1311225 Asset purchase reimbursement clearing A/c' which was posted through

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- salary processing. After clearing the invoice should be returned to the staff claim officer for record.
- 8) On transfer of the officer, asset is to be transferred to new BA/ Circle as per the procedure available at ERP Help Desk under FAQ 198.
  - 9) Decommission of the asset is to be carried out after completion of four years as per the procedure available at ERP Help Desk under FAQ 207.

This is issued with the approval of Competent Authority.

Encl: As above

*Vinay Aggarwal*  
17.10.2022  
(Vinay Aggarwal)  
AGM (ERP)

Copy to:

1. The Director (CFA), BSNL Board for kind information please.
2. All CGMs/PGMs/Sr. GMs/ GMs, BSNLCO, New Delhi.