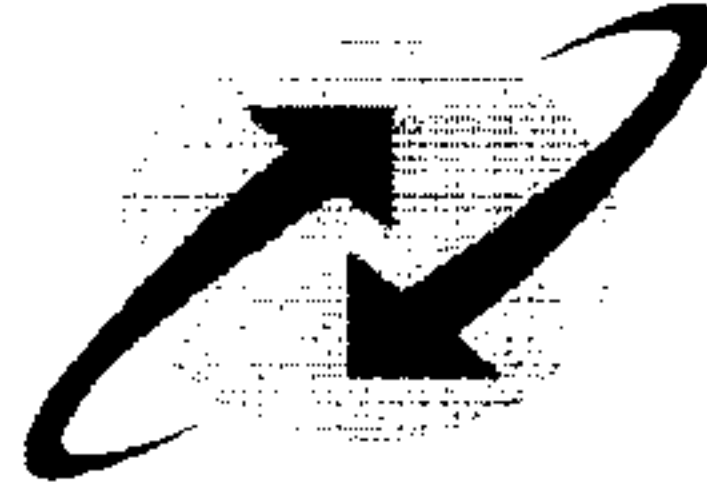


O/o PGM (CS&CSC-CFA)
BSNL CORPORATE OFFICE
Customer Services - CFA Cell,
Room No.04, D-Tax, Eastern Court,
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNLCO-Com/18(11)/8/2020-CS CSC n RN-CFA-Part(2)

Dated 08.09.2021

To,

The Chief General Managers,
Bharat Sanchar Nigam Limited,
All Telecom Circle & Metro Districts.

Subject:- Request for clarification regarding Procedure for CSC Franchisee Invoice through OCSC Portal.

The following clarifications are sought by telecom circles/BAs in respect of the guideline issued dated 10.08.2021 regarding **Procedure for CSC Franchisee Invoice through OCSC Portal** (copy enclosed)

- 1) Please intimate the approximate date of implementation of the procedure.
- 2) If it is to be processed from the date of implementation, please provide the guidelines/details to process the pending commission of bills collected by cheque, non commercial transactions (@ Rs. 2/- per transaction), Aadhaar related activities etc. which are presently not covered in FMS invoice and Sancharsoft invoice.

In view of above, competent authority has decided the following

- 1) **Regarding date of effectiveness of the guideline:-** Since the activities at OCSCs were already carrying out in hope of guidelines for payment would be issued that might be applicable from date of start of activities at OCSCs. So, the following are decided as:-
 - (a) OCSC will provide reports for the activities done from the date of start of operations of OCSC. Based on these reports, OCSC franchisee may raise their invoice offline up to **30.09.21**.
 - (b) Online invoicing and payment is likely to be implemented in two weeks. Therefore, effective date of online invoicing and payment to OCSC franchisee would be **01.10.2021**.
- 2) **Regarding point no. 2.**
 - (a) the cheque collection guidelines is already issued dated 18.11.2020 (**avl on intranet**),
 - (b) Aadhaar related activities guideline is also issued dated 13.07.2021 (**avl on intranet**),
 - (c) the issue of pending commission of bills collected by cheque, non commercial transactions (@ Rs. 2/- per transaction), Aadhaar related activities etc. reports can be taken from OCSC portal and invoice can be raised based on that.

This is issued with the approval of competent authority


(Sanjeev Sagare)
AGM (CS&CSC-CFA)

Copy to:- The CGM, ITPC is requested for making provision in OCSC portal the above points nos 1 & 2.

PGM (CS&CSC-CFA)
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भारत संचार निगम लिमिटेड
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BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

ID:

No. BSNLCO-COMN/18(11)/8/2020-CS_CSC n RN-CFA

Dated: 13.07.2021

To,

**The Chief General Managers,
Bharat Sanchar Nigam Limited,
All Territorial Circles/Metro Districts.**

Subject- Procedure for accounting of UIDAI payments through OCSC Portal .

Invoice generation for OCSC Franchisee-

1. SSA has to map Machine ID in OCSC for each Franchisee and update necessary information, agent aadhar number, name etc. (Action by SSA nodal)
2. The above facility is provided in SSA nodal Login, SSA can add all the machines that are allotted to a particular CSC .
3. Aadhar update and registration is done using AEK UIDAI supplied terminal and software and it is not directly connected to OCSC server.
4. UIDAI provides a status report each month giving details of the aadhar transaction done and status of those transactions to each Circle. This Report is to be downloaded by the Circle.
5. OCSC has deployed a page for uploading the data obtained from the UIDAI by the Circle node. This will be processed and posted against each Franchisee as report showing the amount Payable to OCSC Franchisee and receivable from Franchisee. – Action by Circle nodal
6. The total collected amount for adhaar activities shall be deposited to AO Cash ,the cash collected has to be deposited in BSNL account and no deduction on any account should be permitted. ERP Process is available for the Purpose of generating invoice by each SSA. (It is same for both SSA operated and Franchisee operated units)
7. OCSC will process the data uploaded and include the amount payable for Aadhar activity in the consolidated invoice report that includes other payments due to be paid to Franchisee in CBP wallet.

Invoice generation for billing to UIDAI by Circles-

1. UIDAI Report needs to be downloaded by the Circle nodal officer and based on this invoice needs to be prepared by the Circle and sent to UIDAI. ERP Process is available for the Purpose of generating invoice by each Circle.
2. Generation of invoice to UIDAI at Circle Level as per GL Code allotted.
3. Penalty if any may be communicated to SSA for recovery from Franchisee, if any.

This is issued with approval of competent authority


(Anand Khare)
PGM(CS&CSC-CFA)

13/07/21

Regd. & Corporate Office: Bharat Sanchar Bhawan, Janpath, New Delhi - 110 001.
Website: www.bsnl.co.in

PGM (CS&CSC-CFA)
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
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E-mail ID:
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No. BSNLCO-COMN/18(11)/8/2020-CS CSC n RN-CFA

Dated: 10.08.2021

To,

The Chief General Managers,
Bharat Sanchar Nigam Limited,
All Territorial Circles/Metro Districts.

Subject: Procedure for CSC Franchisee Invoice through OCSC Portal .

1. Invoice generation for BSNL services by the OCSC Franchisee for payments –

A consolidated Provisional invoice with unique Invoice Number will be generated while including all the categories of payments regarding BSNL CSC services (except UIDAI) in CSC Portal based on CSC franchisee code and ERP Customer Code for each month of all the commissions. One invoice per Dealer id per month for CSC Franchisee will be generated by CSC Portal. A separate Invoice for UIDAI for CSC's dealing with UIDIA Transactions will be generated.

The provisional invoice shall be approved by the designated officer in OCSC portal login and concerned AO before pushing these transaction to ERP.

Franchisee will be allowed to submit scanned copy of Final invoice, OCSC will route this to BA designated officer and then to the AO within OCSC portal for verification and approval. AO will have access to the Reports from OCSC and other systems need for verification.

After approvals, the OCSC portal will push the invoice data to ERP system with required information i.e Unique Invoice number, line item details and HRMS number of designated officer who is responsible for ERP Approval. FB60 Flow will be as per the existing process in ERP.

ERP system will validate the details provided by OCSC portal while processing the invoice and create sales order for crediting to CBP Wallet. OTF Amount paid for Bill collection & other activities will be adjusted before crediting the invoice amount to the wallet.

The following changes will be made after OCSC Provisional invoice is published,


- i. The Sales commission Invoice currently available in FMS for OCSC franchisee will be stopped.
- ii. Sancharsoft will pay only initial amount for MNP, Trade scheme etc as applicable to the OCSC franchisees and the balance payable which is now paid through Sancharsoft on receipt of the invoice will be stopped and will be processed as part of consolidated invoice from OCSC.

2. Invoice generation for UIDAI services by the OCSC Franchisee-

A provisional invoice for UIDAI transactions will be generated in CSC portal and Circles can go through the detailed process of UIDAI transactions within CSC portal in the CO, Letter Nos. a)BSNLCO-COMN/18(11)/8/2020-Cs CSC n RN-CFA Dated: 13.07.2021 & b)500-31/2018-19/CA-1/BSNL/102 dated 22.05.2019.

Circles may pay the commission amount generated out of UIDAI transactions to OCSC franchisees through Cheque mode where it is not feasible to pay via CBP wallet. Payment into CBP Wallet existing procedure of ERP may be used by the BA.

This is issued with approval of the competent authority.


(Anand Khare)
PGM(CS&GSC-CFA) 10/08/21

Copy to-

1. CGM, ITPC- For necessary implementation in OCSC and ERP
2. GM (CFA-NOW-BBIN)- For necessary implementation in ERP

Regd. & Corporate Office: Bharat Sanchar Bhawan, Janpath, New Delhi - 110 001.

Corporate Identity Number (CIN): U74899DL2000GOI107739

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GM (CS&CSC-CFA)
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भारत संचार निगम लिमिटेड
Bharat Sanchar Nigam Limited
A Govt. of India Enterprise
BHARAT SANCHAR NIGAM LIMITED
A Govt. of India Enterprise

File No 16-2/2019-20/CSC-OUTSOURCE

Dated: 17.11.2020

To

The Chief General Managers,
Bharat Sanchar Nigam Limited,
All Territorial Circles/Metro Districts.

Subject:- Cheque acceptance procedure in OCSC-

The competent authority in BSNL has approved the procedures suggested by ITPC circle in respect of accepting the cheque in OCSC as following.

1. Customer will make payment at OCSC, the counter Agent will accept the cheque and enter details Viz Phone NO, Account no (Auto), Amount (Auto), Cheque no. Email and mobile number (For receipt), Date of Cheque /DD.
2. The user will be given printed acknowledgement with details entered by the user and with a remark "amount update in BSNL is subjected to Cheque realization"
3. The OCSC will generate Cheque/DD statement for bank remittance, this will contain necessary details viz Cheque no and Date, amount, phone no etc and BSNL Bank details as configured in the OCSC Portal for that CSC.(Remittance Format will designed as per the Bank requirement). The statement would include Receipt no. & Date, Cheque no, Bank Name, Cheque amount, Telephone number etc.
4. The Franchisee will be required to deposit the Cheque in the nearest designated bank of BSNL, take an acknowledgement for the remittance on the duplicate of the remittance Slip.
5. The Franchisee will update the Remittance date in OCSC Portal and file the acknowledgement remittance slip in the file in the CSC for future inspection/verification.
6. The Cheque Deposit Details is made available to AO TR of the SSA, for verification of cheque realization. AO shall have login to approve/update cheque collection status in a single web page with check box (for realized, rejected and not known). Once AO confirms the realization of the amount the OCSC will push the payments to PMS with the details as per PMS requirement with original date of Cheque payment in the counter and date of Cheque Realization/Confirmation by AO, mode of payment Cheque/DD. AO(TR)/deeded officer would continue as nodal officer for payment collection through cheques.

File No.BSNLCO-CS/20/1/2020-CS_CSC n RN-CFA

7. All Rejected Cases, Customer will get an SMS informing that his connection is liable for disconnection due to cheque bounce and Link to make online payment to avoid disconnection.
8. PMS shall allot separate transaction channel ID for Cheque payments pushed from OCSC, which can be used for second level reconciliation.
9. This process ensures that all cheque payments are pre-validated and updated with original date of payment, customer will not have to pay late Fee as payments are accepted with the date of deposit of the cheque and also there is no manual input except for Counter receipt generation.
10. All existing processes for dishonored cheques would continue as it is for cheques collected through OCSCs.
11. Suitable charges as approved from competent authority shall be paid to OCSC partner on per cheque basis and shall be intimated after approval.

ITPC shall also ensure the following.

1. The date of cheque shall not be after date of entry i.e. a provision should be enabled to bar post dated cheque collection.
2. The date of cheque shall not be more than 15 days prior to date of entry i.e. a provision should be enabled to bar collection of outdated cheque.
3. Availability of BDS to AO should be in same format as created manually by AO. to reconcile with BRS generated by the Bank, as done in exiting system with no change in existing system.


(M.K.Pandey)
GM (CS&CSC-CFA)

Copy to-

CGM, ITPC- For implementation