

<p>महाराष्ट्र दूरसंचार परिमंडल छठी मंजिल, बी विंग, बीएसएनएल प्रशासकिय भवन जुहू रोड, सान्ताक्रुज (प), मुंबई. -400054 <b>Maharashtra Telecom Circle,</b> 6<sup>th</sup> Floor, B Wing BSNL Administrative Building, Juhu Road, Santacruz (W), Mumbai 400054</p>		<p><b>भारत संचार निगम लिमिटेड</b> (भारत सरकार का उपक्रम) <b>BHARAT SANCHAR NIGAM LIMITED</b> (A Govt. of India Enterprise)</p>
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To,  
All BA/SSA Heads,  
In Maharashtra Circle.

**No. MHCO-SMCF/13(11)/1/2020/O/O GM SMCF-Part(1)**

**Dated- 30<sup>th</sup> September 2020.**

**Sub: Decentralization of process for payment of Revenue Share of TIPs/RBSPs from presently centralized at Circle office to SSA/BAs**

- Ref:** 1. Letter No. CGMT/MH/BB/FTTH/MSO CAORR/2019-20/5 Dated 15/01/2020  
2. Letter No. CGMT/MH/BB/S&M/FTTH EOI/2019-20/Vol-VI/18 Dated 20/02/2020  
3. Letter No. MHCO-SMCF/13(11)/1/2020-O/O GM SMCF-Part(1) Dated 18/07/2020  
4. Letter No. 16-04/CB&B/CAPEX Correspondence/2020-21 Dated 10/09/2020.  
5. Letter No. F/BSNL/GST/ITC/Corr/2019-20 dated 17/09/2020.

With reference to above subject and different letters under reference, as on today there is a partially centralized and partially decentralized arrangement in Maharashtra Circle for releasing the Revenue Share of TIPs/RBSPs. The Revenue share of TIPs/RBSPs in all SSAs/BAs except Nagpur, Nashik, Ratnagiri and Goa is being processed centrally by Circle Office Mumbai.

As per present procedure, the SSA TIP Nodal Officer has to collect the invoices along with required documents and send it Circle Office Mumbai by email as well as by post for releasing revenue share payment. Many of the TIPs and RBSPs are complaining that they are not receiving Revenue share even though invoices are submitted in time and they are not getting update information about status of their claims and also not getting details of the payment received against which claim and which are claims pending. It is also seen that some of TIPs/RBSPs are unaware about payment procedure and not claiming the bills/invoices and just complaining that my old dues are pending. SSA TIP Nodal officers are not aware about the process and whereabouts of the pending bills and there is much confusion on pendency of bills of TIPs/RBSPs.

Also the process of collecting invoices by TIP Nodal Officers and sending it both by post by email to Circle Office Mumbai is time consuming process. There are certain issues in dealing with hundreds of TIPs/RBSPs throughout Maharashtra Circle centrally at Circle office Mumbai. Thus presents overall centralized process of payment of Revenue share of TIPs/RBSPs causes delays in the settlement of the claims by TIPs/RBSPs and they are complaining with TIP Nodal Officers, SSA/BA Heads and on Circle TIP Nodal what's App groups. Not getting revenue share in time is one of reason quoted by many of the TIPs/RBSPs for not providing further FTTH Connections as per assigned target of one FTTH per day per OLTE and it is directly affecting to the FTTH growth in MH Circle.

Further vide letter under reference 4, Sr. GM BBC BSNL Corporate Office has issued restrictions that in SAP/ERP the invoices carrying date which is 60 days prior to current date. As such, no invoice having date more than 60 days than the current date

can be posted in ERP and MIRO/FB-60 will not be possible after 60 days from date of invoice. It is difficult to follow the time limit of 60 days in present centralized process followed for payment of revenue share by TIPs/RBSPs.

To overcome all these difficulties and hardship to TIPs/RBSPs, it has been decided by CGMT MH Circle that the works of processing Revenue Share payments of TIPs and RBSPs will be decentralized to all SSAs/BAs with immediate effect. Accordingly the Revenue Share claims/Bills by all TIPs/RBSPs from August-2020 and onwards will be processed and finalized by SSAs/BAs concerned. The invoices earlier to August 2020, if not submitted by TIPs/RBSPs till today either to SSA or Circle Office may also be settled by SSAs/BAs concerned after written confirmation of non-releasing these invoices from Shri. R.K. Paswan JTO BB Mumbai. The claims/bills of revenue share by TIPs/RBSPs submitted by TIPs and RBSPs and received by JTO BB Mumbai till today i.e. 30/09/2020 will be processed and finalized by the JTO BB Mumbai.

For the pending bills prior to August 2020, Maharashtra Circle will have to take one time specific approval from CMD BSNL and hence TIP Nodal Officers may be specially instructed to pursue with all TIPs/RBSPs collect the pending claims/bills from all TIPs/RBSP and send the consolidated details mainly TIP/RBSP wise monthly amount of such invoices in excel sheet by email on [mhmsopayment@gmail.com](mailto:mhmsopayment@gmail.com) **latest by 30/09/2020**. JTO BB Mumbai will process the file for one time approval of CMD BSNL for posting all these pending invoices in ERP/SAP. The details of pending Invoice of TIPs/RBSPs received after 30/09/2020 cannot be added in the list for one time approval of CMD BSNL for posting these invoices in ERP/SAP after delay of 60 days and hence TIPs/RBSPs may have to forgo these claims forever due to delay on their part in submission of bills.

The procedure to be followed by TIP Nodal officers in processing the Invoices of RBSPs and TIPs is attached as Annexure A. The TIP Nodal officers concerned may take help of Circle Nodal Officer nominated for their SSAs for understanding overall process of releasing TIP/RBSP payments and make this process effective and smoothly operational at SSA/BA level so that complaints of TIPs/RBSP for non-releasing their revenue share will be reduced to better extent and the time limit of 60 days for posting invoices in ERP/SAP can be followed.

As such all SSA/BA Heads are requested to make immediate arrangements for decentralized revenue share payment of all RBSPs/TIPs. The TIP Nodal Officer of the SSA/BA concerned will be responsible officer to collect, check and process the claims/Bills of revenue share by TIPs/RBSPs of concerned SSA and the data is to be consolidated in excel sheet as per format Annexure B attached with this letter. The bills/invoices along with this excel sheet are to be processed for approval of SSA/BA Head and after approval of the same, the sanction memo (as per Annexure C ) along with Invoices and consolidated information in Annexure A is to be forwarded to Account Officer concerned for posting in in ERP/SA for payment. After posting ERP/SAP the invoices will be forwarded by Account Officer to CSC Mumbai for final payment.

As such suitable officer from Account wing may also be nominated for processing TIP/RBSP invoices processed by TIP Nodal Officer after approval of SSA Head. All the invoices are to be collected and processed by TIP Nodal Officer and sent to Account Officer within maximum 50 days from date of Invoice to take care of issues at SSA/BA level for clearing the revenue share claims of TIPs/RBSPs on monthly basis.

It is further requested to direct TIP Nodal Officers in active support of BBCs and IFAs for making timely arrangements for collecting the Invoices from TIPs/RBSPs and its immediate processing for payment by following all the required formalities.

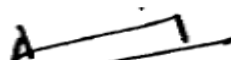
It is desired by GM Fin Mumbai that TIPs may be specially asked to visit the defaulting premises and submit the field reports of unpaid subscribers of previous month before processing of the current bills. Unless, the field report is submitted not more than 50 percent of the eligible commission be processed.

It is requested to convey this revised procedure for processing the TIP/RBSP revenue share to all TIPs/RBSPs of your SSA/BA in writing and awareness may be brought among all TIPs and RBSPs for timely submission of Invoices and all may be made aware about the consequences of not submitting the Invoices on monthly basis so that invoices are posted in ERP/SAP in the given time limit of 60 days.

Thus, henceforth the processing of TIP/RBSP revenue share bills/invoices in all SSAs will be decentralized and the releasing of final payment on such processed invoices will continue to be done by CSC Cell Mumbai.

This is issued with approval of CGMT MH Circle.

**Encl: AA**



**P.K. Singh**  
**General Manager, S&M CFA and ITBP,**  
**% CGMT MH Circle Mumbai**

**Copy to:**

1. PGM CFA Mumbai for kind information please.
2. GM Fin Mumbai for kind information please.
3. IFAs of all SSAs/BAs for kind information and n/a please.

### Procedure to be followed in processing invoices of TIPs/RBSPs by SSAs/BAs

- TIPs/RBSPs will submit Ink signed original invoices from TIPs/RBSPs along with provisional invoices generated through FMS.
- The TIP Nodal Officer will check for seal, signature, and date of Invoice and availability of all documents at the time of receipt of the Invoices.
- The discrepancies if any in the Invoices submitted by TIPs/RBSPs are to be pointed out before acknowledgement of Invoices and TIPs/RBSPs may be guided to submit correct and updated invoices in all respect.
- Give acknowledgement of complete invoices to the TIP/RBSP concerned with date, seal and signature.
- Download the monthly revenue share/work commission report from CDR report portal (HOME-FCM- TIP/FRANCHISEE- TIP monthly commission report/TIP work commission report).
- Match the invoices received from TIPs with above downloaded report, revenue share amount should equal or less than amount reflected in above CDR report.
- One the Fly (OTF) already paid to TIP/RBSP concerned for invoices of that month through CBP/FTTH Wallet and E Pay may be deducted at the time of processing.
- If revenue share amount matched or is less than with CDR report, then process the Invoices for approval of SSA Head through officers in hierarchy.
- After approval of PO , Create SES (Service entry sheet)
- After approval of SSA Head, the sanction memo (as per Annexure C) along with Invoices and consolidated information in Annexure A, SES is to be forwarded to Account Officer concerned for MIRO.
- After approval of MIRO final release of FB-60 Document, Invoices will reach to CSC for final payment.
- After, invoice approved amount will be paid through Bank transfer.
- If consent received from TIP/RBSP concerned with request to transfer to wallet, amount is being transferred to Wallet.
- For any difficulties and issues in understanding or implementation this process TIP Nodal officer may contact Shri. R.K. Paswan JTO BB Mumbai (Mob 9422407799 email id [mhmsopayment@gmail.com](mailto:mhmsopayment@gmail.com)) or Shri. M. S. Hanchate, SDE Tech % CGMT MH Circle Mumbai (Mob 9422001144 email [mshanchate@gmail.com](mailto:mshanchate@gmail.com) ).

#### File Flow:



#### ERP Document Flow:




**Sub: Revenue share amount to be paid to TIPs/RBSPs for the month of .....**

S r	TIP / RB SP Na me	Ven dor Cod e	Prov Invoi ce Num ber	Orig inal Invoi ce Num ber	Dat e of Invo ice	Invoi ce recei ved Date	Amount in Rs.							Rem ark
							Reve nue Shar e	Work Comm ission	Tot al	G ST @ 18 %	Amo unt Paya ble	OTF Adva nce Paid	Bala nce amo unt paya ble	
Total														

**Note Format in excel sheet also attached.**

## Format of Sanction Memo for releasing TIP/RBSP Revenue Share Payments

Office of the ..... SSA/BA Head Office Address, Telephone, Fax Email	 <p><b>भारत संचार निगम लिमिटेड</b>          (भारत सरकार का उपक्रम)  <b>BHARAT SANCHAR NIGAM LIMITED</b>          (A Govt. of India Enterprise)</p>
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SANCTION MEMO

<b>Letter No.</b>	<b>Dated.</b>
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**Sub: Revenue Share Payment of TIPs/RBSPs for Month of ..... 2020 of ..... SSA /BA**

In accordance with the letter vide no. ....  
 .....Dated: ....., sanction of the  
 ..... (SSA/BA Head) e is here by conveyed of Rs..... /- (In words Rupees .....  
 only) towards payment of revenue share to TIPs/RBSPs including the Taxes applicable for the month of  
 ..... **2020.**

TIP/RBSP wise revenue share amount to be paid is available at **Annexure-I. Encl: AA**

Signature with name and designation  
 Asst/Deputy General Manager  
 O/oTDM/GMT/PGMT ..... SSA/BA..

Copy to AO (TR/LC), O/o ..... SSA/BA with request to arrange payment to concerned TIPs/RBSPs accordingly.