

Corporate Office  
Admin & PR Branch  
Bharat Sanchar Bhawan,  
H.C.Mathur Lane, Janpath,  
New Delhi-110001.  
Ph: 011-23734268, Fax: 011-23734280



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

BSNL/Admn/1-1/Facility to Sr. Officers

01.07.2021


**ORDER**

**Subject:- Implementation of procedure to be adopted for reimbursement of claims for Briefcase, Mobile, Newspaper & Towel etc., regarding**

Approval of Director(HR), BSNL Board is hereby conveyed for implementing the following procedure regarding reimbursement of the claims for Briefcase, Mobile Handset, Newspapers & Towels with immediate effect :

**" The reimbursement of claims for Briefcase, Mobile, Newspaper & Towel are made through ERP module. Therefore administrative scrutiny of such claims is not required after the entry of the claim in ERP. Such claims may be processed directly by the Finance Section and administrative scrutiny may be dispensed with. Because the record of these claims is maintained in ERP, and the date of last claim with entitlement of the officer is shown against each claim."**

This is issued with the approval of Competent Authority.

  
01.07.2021  
(Rajiv Sharma)  
DGM(Admn.)

To:-

1. All CGM's/Unit Heads
2. Sr. GM(EF)/Sr. GM(CA), BSNL Corporate Office

Copy to:-

1. PPS to CMD.
2. PPS to all Directors of BSNL Board & CVO BSNL.
3. All CGM's/PGM's/Sr. GM's/GM's, BSNL CO