

O/o the Chief General Manager  
BSNL Maharashtra Telecom Circle  
6<sup>th</sup> Flr, "B" Wing, BSNL Admn Bldg.,  
Santacruz (West), Mumbai-400054.

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

To  
The Vertical /BA/SSA Heads  
O/o CGMT, Mumbai

**TOP PRIORITY**

Date- 24.10.2020

No-F/BGT/GEN CORR/2020-21

Subject- Incurring expenditure through Temporary Advance reg  
Ref: F/BGT/GEN CORR/2020-21, dated-22.05.2020

This has reference to the above cited letter. Several Temporary advance payments as per SSAs request are being processed for meeting expenditure related to R&M maintenance in spite of acute shortage of funds, but still endless complaints are received from SSAs for non-payment of Temporary advance. **It is reiterated that Temporary advance is to be used strictly for the purpose allowed by Corporate office/FR rulings and instructions issued in this regard from time to time.** Necessary checks and balances needs to be maintained to ensure the efficiency and prudence while incurring expenditure through Temporary Advance.

If the vendors are not performing their tasks due to non-payment of their dues, the POs of such vendors should be cancelled/short closed before incurring any expenditure through Temporary advance. If any SSAs/BAs have not done this activity, it is instructed to do it immediately. There should not be a running tender for that activity. It is to be ensured that no bills are claimed by Vendors for the period where payments are made through Temporary advance. It is the responsibility of the approving authority of Temporary advance to ensure compliance to the guidelines on the above subject.

It is learnt that several field officers have incurred expenditure from their own pockets for which Tem Advance requests were received but could not be paid due to paucity of funds. As there is always an uncertainty in receiving funds from Corporate Office, therefore timely payment of temporary advance cannot be ensured. **It has been decided by the competent authority that temporary advance be applied in the first week of every month from Nov2020 onwards. IFAs while recommending Temporary Advances should scrutinize it thoroughly and ensure that the same is applied in absolutely essential cases and in admissible/permisible heads, otherwise the same may be returned/rejected.** Only after review of requests and availability of funds, payment of Temporary advance may be released. While releasing Tem Advance the concerned BA Head shall monitor the fund availability and approve in case of extreme emergency only. Those requests which are not entertained for payment will be reversed in the same month by Circle office without consulting BAs/SSAs.

Vertical/BA/SSA Heads are requested to review the cash inflow vis-à-vis the outflow while approving Temporary advance cases. It is requested to review the number of temporary advance holders in SSAs/BAs and maintain it to a bare minimum. All temporary advances may be sanctioned in absolutely essential cases. While exercising this delegation, it is imperative from the point of view of overall expenditure control, budgetary adherence and fiscal discipline that number of temporary advances must not be allowed to proliferate.

It is observed that Temporary advances are being settled in different heads and not against the heads for which the same were applied. **This should be strongly discouraged and has been taken seriously by higher authorities.** Temporary advances must be applied only against admissible/permisible heads and settled accordingly. It is also observed that GST details are not filled in while settlement of claims, due to which GST input credit cannot be availed by BSNL although payment is made for the same. The erring officers will be personally held responsible for such wrong settlement and loss of GST input credit. Claims Officer must check both of the above while settlement of bills. Further outstanding temporary advances may invariably be adjusted within one month or the amount recovered along with penal interest from the holder. Cash payment through Temporary advances should be avoided for payment of Fuel, electricity charges etc.

**This is issued with the approval of CGMT .**

  
Dy General Manager