

**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)  
**O/O THE CHIEF GENERAL MANAGER,**  
**TELECOMMUNICATIONS, MAHARASHTRA CIRCLE,**  
**A' Wing ,2nd Floor, 'Administrative Bldg.,**  
**MUMBAI - 400.**

To,  
All IFA's of Maharashtra Circle

Letter No. F/DGM (FC)/Collection efficiency/2019-20/9 dated 08.07.2019

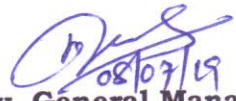
**Subject: Regarding maintaining of work-diary by finance officers.**

As already known to all that BSNL is passing through a very critical stage. The high officers at Ministry level are seriously thinking on revival of BSNL. It is evident from all the discussion going on that major reforms are going to take place due to reduction of staff on various grounds as decided by the Ministry.

In order to keep the various activities going without much hindrance we are required to keep ourselves ready to face the changes. As one step of our readiness, it is decided that all the finance personnel shall maintain their daily work diary, this will be helpful for the new incumbents to know the procedures that we are following, the things we are monitoring on daily basis and its periodical observations, analysis. Etc.

All IFA's are therefore requested to implement and monitor it very scrupulously.

This is issued with the approval of Competent Authority.

  
Dy. General Manager (FC)  
MH Circle, Mumbai-54.

**Copy for information and necessary action:**

- 1) All SSA Heads of Maharashtra Circle.
- 2) All PGM, GM, DGM's in Circle Office.