



BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprises)
O/ o the CGM, Maharashtra Telecom Circle, 6th Floor, C Wing, BSNL Admin.
Complex, Juhu Road, Santa Cruz(West), MUMBAI – 400 054.

No. F/ CAO-ERP/Temp ADV Issue/2015-16/ dated 07.04.2020

To,
All IFA's of BAs
MH CIRCLE

Sub: Manual clearing of temporary advance settlement through F-04

There are many cases of temporary advance for F.Y. 2019-20 which are pending for settlement. It is hereby informed that the following cases of temporary advance can be settled manually through F-04:

1. In case of Retired or transferred employee.
2. Pending cases of temporary advance F.Y. 2019-20 with the FINAL APPROVER/IFA/CLAIM OFFICER since MAR, 20 Period is over but will be approved by the final approver in Apr,20.
3. Partially cleared document i.e. expense has been booked fully but Employee vendor has not been credited fully and balance is reflecting in TA GL.

The document which, belongs to F.Y. 2019-20, if posted in Apr,20 through workflow when approved by the final approver ,is required to be reversed through FB08.

Sd/-
CAO(ERP),
% CGMT, MH Circle,
Mumbai -400054