

O/o the Chief General Manager
BSNL Maharashtra Telecom Circle
6th 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,
All IFAs/SSA Heads,
Maharashtra Circle.

Letter No - F/BGT/Temp Advance Payment/2019-20/3

Date-04.01.2020

Subject: Processing Temporary Advance payment of VRS Optees.

While processing Temporary advance documents of employees who have either opted for VRS or are "due to retire" on 31.01.2019, it has been observed that in some cases Debit card has already been surrendered to bank and account is closed / in process of closure. In such cases the employees will not be able to withdraw the advance amount from bank if the temporary advance documents open in SAP are processed.

It is requested to go through the enclosed list of Temporary Advance documents and confirm whether the payment needs to be done against the listed document. Confirmation needs to be sent to the budget mail id on aobudgetmhtc@gmail.com by 08.01.2020. In case the account has already been surrendered/closed/in process of closure, kindly reverse the Temporary Advance Request from SAP so as to ensure these document do not get paid in future in normal course of payment.

Kindly ensure that **No Temporary advance documents should be left open as payable in SAP where the account has already been surrendered/closed/in process of closure.**

General Manager (F)
O/o CGMT, MH Circle,
Mumbai-400 054