

Minutes of meeting held at BSNL CO in respect of C-Topup Reconciliation issues.

A meeting was held in the Committee Room, 1st Floor, Bharat Sanchar Bhawan, Janpath, New Delhi at 1100 hrs. on 18-12-2014 to deliberate on the issue of preparing/designing a module/process flow for reconciliations in C-Topup system vis a vis IN systems and SLR figures. The list of participants is place at Annexure A . Major action points discussed in the meeting are as under:

1. BSNL CO reiterated that the necessary reconciliation instructions issued vide letter no. MoB-17/Tech-2006-C-Topup-Pyro/17 dated 18.09.2006 containing detailed guidelines / procedures relating to working, commercial activities and reconciliation of the C-Topup systems should be followed in letter and spirit. The instructions have since been revised and reiterated by S&M cell BSNL CO vide 27-1/2011-S&M-CM/75 dated 20.12.2013 for post paid and Landline bill payment and 19-1/2011-SCM-CM/151 dated 27.11.2014 for payments through ERP. It was stressed upon by BSNL CO that various instructions issued by BSNL CO in this regard should be followed in letter and spirit.

Action by : All Circle and Metro Districts

2. A monthly report be sent by all circles to RM-CM cell BSNL CO detailing the amount approved by circle Nodal Officer and the corresponding credit given using C-Topup system to respective franchisee. The monthly report be sent to BSNL CO by the 15th of next month.

Action by : CCRO's of All Circle and Metro Districts

3. It was reiterated that the Circle Nodal Officer, on receipt of intimation from the SSA will update the C-Topup system and authorize the franchisee / Channel partner for required talk time value in the C-Topup system. This should be ensured by IN's Incharge at Zone.

Action by : All Circle and Metro Districts & IN Incharge

4. It must be ensured that C-TOPUP payment authorization through ERP system and authorization available in PYRO, are reconciled monthly by CCRO of respective circle, wherever ERP is implemented. ERP shall provide the complete report which may be used for reconciliation with CTOPUP authorization report available on CTOPUP GUI. A monthly report to BSNL CO by 15th of the subsequent month may be ensured.

Action by : CCRO's of All Circle and Metro Districts

5. The CCRO has also to check the commission amount approval pushed to C-TOPUP, by Sancharsoft . This is to be reconciled monthly with report available with Sanchar soft system. A monthly report by 30th of the following month showing OB, amount applied, amount approved and CB shall be sent to BSNL CO.

Action by: CCRO's of All Circles and Metro District and S&M cell BSNL CO

6. It was decided that a macro level check for the year 2013-14 may be done for revenue generated in prepaid by C-TOPUP system plus physical Recharge Coupon Vis a Vis total consumption / debiting from the main balance of the customer at IN for all tele services. The percentage difference observed on month to month be observed regularly and detailed investigation be carried out, wherever there is a marked departure from the established pattern.

It was suggested by Addl GM (IN) WZ that Op.Bal+Top Lev Transfer+Commissions+Credits-Debits-Closing Bal=Calculated Sale could be taken as a thumb rule for this exercise, as it shall match with Sale report available on Pyro Graphical User Interface.A model calculation to be done by Addl.GM(IN)WZ to be replicated Pan India.

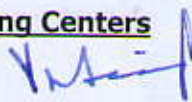
Action by: DGM IN for all Nodals

7. FRCs Commission is to be distributed between Franchises and Retailers as per S&D Policy. This shall be calculated by respective AOs in Zonal Centre to maintain uniformity across all circles. For circle specific plans this shall be done by respective circle AO, who will communicated this to AO(Zonal Centre).

Action by: All Zonal Billing Centres/ S&M, BSNL CO

8. C-TopUp Sales report send by IN to RM-CM Cell shall be destination wise, which will represent true picture of Circle performance. This will also eliminate the effect of cross selling, wherever applicable, although, it was felt that this report will not match, in toto, with SLR figures as that is based upon the source. Hence forth all revenue reports sent by zonal centers shall be destination wise.

Action by: All Zonal Billing Centers


(Y. N. Singh)
General Manager (Fin.)-CM
BSNL CO, New Delhi

To
All Participants

Copy to:

- 1) Director (CM) – for kind information.
- 2) All CGMs/IFAs for kind information and necessary action please
- 3) All Sr. GM Nodal Billing Centers.
- 4) Sr.GM NWO-CM/(PP)/(S&M), BSNL CO, New Delhi for information please.

List of Participants

1. Shri Y.N. Singh, GM(Fin)-CM
2. Shri Kishore Bhagtani, Addl. GM(NWO-CM)
3. Shri Upendra Bakolia, Addl. GM(S&M)
4. Shri R.K. Maheshwari, Addl. GM(IN), West Zone
5. Shri Ashok H. Kaller, DGM(IN), Bangalore.
6. Shri R.P. Nirwan, DGM(RM-CM)
7. Shri Than Singh, AGM(NWO-CM)
8. Shri N.S. Dhami, AGM(T&C)-CM
9. Shri R.K. Maheshwari, AGM(RM-CM)
10. Shri Subrat Mohakud, DM(T&C-CM)