



No. BSNL/Admn/1-1/Policy/Pt.

Date:- 01/10/2021


ORDER

Subject:- Modification in Mode of reimbursement of Claims for Newspapers, Magazine and towel , regarding.,

The Competent Authority has approved the following guidelines regarding change in the mode of reimbursement of claims :-

" That instead of submitting claim for every quarter(like claims for Newspaper & Magazine Reimbursement) and the claims which become due in every six months(like claim for towel reimbursement), the claim may be submitted by the concerned employee once in a year i.e. during April to May of the following year for the claims of the previous Financial year. If the claim is not submitted by the employee during this period, he will forfeit his right to submit the claim. This arrangement will save unnecessary wastage of manpower in recurring scrutiny and maintenance of records after every three/six months."

2. All concerned are requested to implement the above guidelines.
3. This is issued with the approval of Competent Authority.


(Rajiv Sharma)
DGM(Admn.)

To:-

1. All CGM's/Unit Heads, BSNL
2. PGM(Pesr.)/Sr.GM(CA) for making necessary changes in ERP module.

Copy to :-

1. PPS to CMD.
2. PPS/PS to all Directors of BSNL Board & CVO BSNL.
3. All CGM's/PGM's/Sr.GM's/GM's, BSNL CO