



**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)  
**CORPORATE OFFICE (Banking Finance Division)**  
5<sup>th</sup> Floor, Bharat Sanchar Bhavan, Harish Chandra Mathur Lane  
Janpath, New Delhi-110001

1-4/BFCI/BA/Project A/c Opening/2011-12

dated 11.02.2015

To  
IFAs of All Telecom Circle

**SUBJECT: GUIDELINES FOR CONSOLIDATION OF BANK ACCOUNTS ON MIGRATION TO ERP IN THE CIRCLE.**

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This has reference to the guidelines on above cited subject issued regarding consolidation of Bank Accounts on migration to ERP in the circle dated 23.10.2013 (copy enclosed). BSNL Corporate Office is in receipt of clarifications sought from circle on already opened External project accounts and still requests are coming for opening of external projects account.

In this regard, it is stated that, since BSNL Management has decided to consolidate banking operation of SSAs/DDOs through a single operation account at Circle, upon migration to ERP, therefore, necessary instructions were issued by this office. It is once again reiterated that GUIDELINES FOR CONSOLIDATION OF BANK ACCOUNTS ON MIGRATION TO ERP IN THE CIRCLE dated 23.10.2013 shall be strictly followed by all circles migrating to ERP and any deviation from the same shall be the sole responsibility of circle IFA concerned.

These instructions may be circulated to all SSAs/DDOs of all Circles.

Circles already migrated to ERP are requested to send a report in this regard and also SSA-wise bank details, as early as possible.

(Sanjay Kapoor)  
DGM(BFCI-II)

**Copy for information to:**

1. Sr. PPS to CMD, BSNL, New Delhi.
2. PPS to Director (Finance), BSNL, New Delhi.
3. E.D. (Finance), BSNL CO, New Delhi.
4. Sr. GM (CIT), BSNL CO, New Delhi.
5. GM (CA)/GM (FC)/GM (ERP), BSNL CO, New Delhi.
6. All Chief General Manager Telecom Circle.....



No. 1-1/BBF-CMS/TM/2009 dated 23/10/2013

To

IFAs of All Telecom Circle

**SUBJECT: GUIDELINES FOR CONSOLIDATION OF BANK ACCOUNTS ON MIGRATION TO ERP IN THE CIRCLE.**

BSNL Management has decided to consolidate banking operation of SSAs/DDOs through a single operation account at Circle, upon migration to ERP.

On migration to ERP Platform, the following changes are to be effected for consolidation of bank accounts:

- a) From the date of migration to ERP, only **ONE** Operation Account in each Circle will service all organisational entities in the Circle, including support organisations i.e. Civil, Electrical, Architecture etc. Hence, from the date of cut-over fixed for migration to ERP, Circle IFA must ensure that no cheques are issued by SSAs/DDOs. Circle IFA should issue instructions to all SSAs/DDOs in the Circle to send the details of all unused cheques, bank-wise, to Circle IFA as on the day before switch over to ERP system. All SSAs/DDOs must handover all unused cheques to the Circle IFA within three days from the date of migration to ERP and obtain a certificate from Circle IFA to this effect.
- b) As all open invoices are required to migrate on ERP as on date of cut over, each SSA/DDO will prepare a statement of **cheques issued but not presented for payment** on the cut-off date of ERP. SSA/DDO must keep the balance amount equal to the total amount of cheques **issued but not presented for payment in the Operation Account. Balance amount, if any, available in the Operation Account after keeping the amount equal to the cheques issued but not presented for payment** must be transferred through Collection Account of the SSA to Circle IFA Collection Account alongwith other collections **within three days from the cut-over date.** Each SSA/DDO will intimate details of amount transferred to Circle IFA Collection Account. Circle IFA will transfer the amount remitted by all the SSAs/DDOs to BSNL HQ Collection Account, alongwith the statement on this account, within a week of cut-over.
- c) Concerned IFA will monitor that each SSA/DDO will continue to maintain Operation Accounts only upto three months from the date of switch over to ERP or till the validity period of last cheque issued, whichever is earlier. All Operation Account of SSAs/DDOs in the Circle must be closed thereafter and intimation must be given to the Circle IFA concerned who will, in turn, intimate Sr. GM (BFCI) about the closure of Operation Accounts SSA-wise.
- d) From the date of switch over to ERP, all payments will be made through the existing Circle IFA Operation Account. Circle IFA should not transfer any funds to Operation accounts of any SSA/DDO under any circumstances.

Budget, Financial Control &  
Investment Division

5<sup>th</sup> Floor, Bharat Sanchar Bhawan,  
Janpath, New Delhi-110001.



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

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(Yojana Das)

Sr. General Manager

(Budget, Financial Control and Investment)

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5. All Chief General Manager Telecom Circle.....

(V. V. Sankaran)

Dy. General Manager (Budget Finance-I)