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भारत संचार निगम लिमिटेड
 (भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
 (A Govt. of India Enterprise)

No. 27-18 /2017/S&M-CM/3

Dated: 12.10.2017

To

1. The Chief General Managers
All Telecom Circles / Districts
BSNL
2. CGM (ITPC), Pune

Sub: - Guidelines regarding scheme of partial reimbursement through C-top-up to retailers for purchasing of fingerprint biometric device used for e-KYC.

Approval of competent authority is hereby conveyed for partial reimbursement of the cost of fingerprint bio-metric device, through C-top-up, to retailers who are selling a minimum number of SIM per month and call open RFP from SQTC approved companies/firms for finalization of rate of fingerprint biometric machine for E-KYC purpose. Finalization of RFP is going to take some time so that implementation is being done in two phases, first phase is before the rates discovered through RFP and second phase is after discovering rate through RFP.

FIRST PHASE:

1. Initially the amount for reimbursement shall be restricted to 90% of the purchase price (including applicable taxes) of biometric device by retailer or Rs.2000/- whichever is lower.
2. There shall be a provision for reimbursement of Rs. 1000/- through CTOPUP in the first month to retailers who are selling a minimum **three** number of SIM per month (previous month).
3. Balance amount shall be reimbursed through CTOPUP in equal amounts in subsequent 6 months to channel partners with a rider of minimum number of **three** SIM sale per month (previous month) being met and the same device is used for activations by retailers.
4. Proposed reimbursement will be done only for biometric devices purchased by retailers after the issue of this letter and provided that the device is white listed by the device vendor for BSNL and is migrated to RD services. It will be restricted to one per retailer.
5. Presently biometric devices of four makes viz. Morpho/Mantra/Secugen/Startek are integrated with the BSNL's SWIFT App..
6. Following methodology shall be adopted by ITPC/Circle/SSA for reimbursement to retailers for the purchase of biometric device.
 - i. After purchase of biometric device by retailer, he should contact his concerned Retail Manager with original bill. Retail Manager will collect the copy of the bills, certify it and by 20th of the month submit all the bills to nearest CSC, CSC in-charge will physically check the bill of purchase and enter the details of bill in the sancharsoft module developed by ITPC.
 - ii. ITPC will check the biometric device as per details entered by CSC in charge and ensure that the device purchased by retailer is mapped to the concerned retailer.
 - iii. Sanchar-Soft should also check whether device purchased by retailer is white listed by the device vendor for BSNL and is migrated to RD services.
 - iv. Once found eligible for reimbursement payment will be made to the respective retailers through CTOPUP as per above.
 - v. An undertaking shall be taken from retailers duly countersigned by franchisee mentioning that – "This biometric device (Make____ SI.No._____) purchased by me on partial reimbursement from BSNL shall be used for BSNL purpose only and BSNL can lock the device for the use of BSNL only and I will have no objection on


- the same. I will abide by the instructions issued by BSNL from time to time regarding use of this biometric device".
- vi. The periodicity of the payment/reimbursement through stock allocation shall be monthly and the same shall be duly acknowledged by circle S&M team & accounted for the circle Accounts team.

SECOND PHASE:

Corporate office is in the process of finalizing of rate of fingerprint biometric device through open RFP policy from STQC approved companies/firms. After approval of rates discovered through RFP, following procedure shall be adopted for partial reimbursement of the cost of biometric device to the retailers.

- i. Subsequent to the approval of rates discovered through RFP, the amount for reimbursement shall be restricted to 90% of the lowest biometric device cost discovered through RFP or Rs.2000/- whichever is lower and reimbursement will be restricted only to the devices purchased from the empaneled vendors.
- ii. There shall be a provision of reimbursement of Rs. 1000/- through CTOPUP in the first month to retailers who are selling a minimum three number of SIM per month (previous month) and same device is used till the finalization of the RFP. The retailer who will be eligible for the reimbursement, shall be given the reimbursement in the manner described above and total reimbursement will be restricted by the ceiling of Rs.2000/- or 90% of device cost, discovered through RFP whichever is lesser.
- iii. Balance amount shall be reimbursed through CTOPUP in equal amounts in subsequent 6 months to channel partners with a rider of minimum number of three SIM sale per month (previous month) being met.
- iv. Proposed reimbursement will be done only for biometric devices purchased by retailers after the issue of letter for approval of rates and provided that the device is white listed by the device vendor for BSNL and is migrated to RD services.
- v. An undertaking shall be taken from retailers/franchisee mentioning that –“This biometric device (Make_____ SI.No._____) purchased by me on partial reimbursement from BSNL shall be used for BSNL purpose only and BSNL can lock the device for the use of BSNL only and I will have no objection on the same. I will abide by the instructions issued by BSNL from time to time regarding use of this biometric device”.
- vi. ITPC will check the date of first activation from the device, white listing and migration to RD services before making the payment.
- vii. The periodicity of the payment/reimbursement by ITPC through stock allocation shall be monthly and the same shall be duly acknowledged by circle S&M team & accounted for the circle Accounts team.

This scheme shall be implemented from date of issue of order and applicable up to 31.3.2018. Circles are requested to give wide publicity to this scheme amongst channel partners so that faster penetration of biometric device at POS could be achieved.


(Kartikeya Sinha) 12/10/17
Jt. GM (Sales)-CM

Copy to: -

1. All Zonal Directors, BSNL Board for kind information please
2. PGM (Dev.), ITPC, Hyderabad
3. GM (CA) for issuing accounting instructions please.
4. GM(Taxation)/ GM (Fin-CM)/ GM (CIT)/ (GM (ERP)