



[ERP Project]

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Dated: 25th Aug 2011

Sub: Handling of temporary advance in ERP

Vide CMD's D.O No. 16-54/2010-B dated 15-12-2010, clause 4, instructions related to temporary advance were issued. (Letter available in intranet, under budget unit)

"All temporary advances may be sanctioned at GM/SSA head level only, in absolutely essential cases. Outstanding temporary advances may invariably be adjusted within one month or the amount may be recovered along with penal interest from the holder. Cash payment through Temporary Advances should be avoided for payment of fuel, electricity charges etc."

Temporary Advance **application, approval and settlement** have been finalized in ERP and approved by GM (ERP-FICO) and GM (CIT). The process of temporary advance is currently being used in ALTTTC and Telecom Factory Mumbai.

The user manual for this process, "User Training Manual_FI_Temporary Advance v 1.1", is available at ERP Portal.

This document shall be applicable for all BSNL locations and all necessary amendments in the process shall be taken up and released only by competent authority at BSNL Corporate.

Raman Aggarwal
Addl GM (CIT)

To

The Chief General Manager
Karnataka/ Maharashtra Telecom Circle
Western Telecom Project, Southern Telecom Region, ALTTTC Ghaziabad
Telecom Factory Mumbai.

Copy to

1. Office Copy.
2. All Team Heads, ERP Project, for kind information please.
3. All Core team DGMs, ERP Project, for kind information and necessary action.