Corporate I T Cell
128, 1st Floor, Bharat Sanchar Bhawan,
Janpath,New Delhi-110001

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

K.RAMCHAND
Sr. GM (Corporate IT)

No. CIT/8-10/2013/ERP   Dated 15th September, 2014

To
　　CGMs/IFA all Circles

Subject : "Paperless" working in ERP.

　　As you are all aware, ERP roll out has started and we have migrated five circles since April, 2014 and three more (BRBRAITT, QA, PB) are going live in September.

The subject of how to have a "paperless" working in ERP has been under discussion for some time now. The Annexure to this letter gives in brief the role of the claim cell and the central settlement cell and how ERP and physical records are linked. It is hereby clarified that units/circles should not try scanning the documents and upload the scanned documents onto ERP while processing the cases in ERP. ERP storage is not designed to take the voluminous load of all scanned documents in BSNL. However since ERP has the facility of inputting all the details through the user interface screens of different modules, the physical vouchers and other documents shall continue to be placed in our files for record purposes and the cross reference will be maintained as explained in the Annexure. The approving authority, if at all required, may ask for the file containing the physical vouchers. The workflow in ERP has the provision of the note sheet in the system. The claim cell, the approving officer or any officer in between can enter their comments on the note sheet (also called Review and Review History in ERP).

This will be the phase I of process change. In phase II, we may have centralized issue of purchase orders for all cases from circle office only. The invoices will be received by the CSC. The CSC cell shall verify the Goods Receipt/Service Entry Sheet made by MM Cell/Store in Charge/User of Services (in SSAs) with reference to the Purchase order in the system and process the invoice for payment. Let us all aim to reach the Phase II of the process change in ERP.

　　This may please be brought to the notice of all the ERP users of your circle.

(K. Ramchand)
Sr. GM (CIT)

Copy to : -

DIR(CFA),
ED (IT) / ED (Finance)
CGM ITPC.
GM (CA) / GM (ERP) / GM(PF) / GM(BFCI)
HCL (Attention : Mr. Anup Mondal)

Role of Claim Cell at SSA / Circle Office

In the implementation of National ERP, the Invoice processing and payments has been split into two parts. The details are as follows:

1. **Claim Cell** : This is the Cell which is formed from the unit of existing AO(Cash)/DDO and will be responsible for receiving, processing & filing of all types of bills / invoices (i.e. Employee Claims, Vendor Bills & Temporary Advance Settlement Claims)
2. **Central Settlement Cell**: This Cell is formed at the Circle Level for the payments of the approved Bill / Invoices processed by the Claim Cells at SSA / Unit level.

Process at the Claim Cell:

a. *Temporary Advance Settlement Claims*: The following is the procedure for the settlement of the Temporary Advance :
   i. All the vouchers of the claim will be first entered in the system by the Officer who has received the temporary advance.
   ii. The officer will take the print out from the system, sign it & then these Vouchers will be physically sent to the Claim Cell.
   iii. The claim cell will verify & acknowledge the receipt of Vouchers and forward the workflow for online approval.
b. *Vendor Invoices* : Two types of Vendor Invoice will have to be handled by Claim Cell which are as follows :
   ➤ PO Based Invoices:
      o The Vendor will submit the Physical Invoice to the Claim Cell.
      o After Posting Goods Receipt/Service Entry Sheet with reference to Purchase order in the system, the MM Cell/Store in Charge/User of Services will submit the Physical Invoice to the Claim Cell.
      o The claim cell will verify the receipt of Vouchers and will then perform Invoice Verification in SAP against the Purchase Order and the delivery/Service Entry Sheet already entered by the respective users i.e. MM Cell/Store in-charge/, User of Services respectively.
      o The claim cell will then forward the workflow for online approval.
   ➤ Non PO Based Invoices (Such as Electricity Bill etc.) :
      o The Electricity Bills will be received by the Officer-in-charge of the meter.
      o The officer will certify the bill on the physical voucher (Since there is no provision for the entry of the Service Sheet) and send it to the claim cell
      o The Claim cell will enter the vouchers in SAP & forward the workflow for online approval
c. *Employee Claims* : These claims will be processed on the similar lines of Temporary Advance Settlement Process, but through ESS (Employee Self Service) Module.

Filing & Recording of the Physical Vouchers :

The claim cell will, in all the above cases, file the vouchers and record the physical file number in the remarks of the settlement document in the ERP as well as the ERP Document Number on the physical vouchers. This will ensure the cross reference of both the records. *These vouchers are not required to be physically moved / sent for approval of the competent authority i.e. the legacy procedure of approving the vouchers through file movement is to be discontinued.*

Workflows created due to Invoice Entry by claim cell can be freely flown to the Competent Authority for review / approval. Once **approved**, the liability document raised from invoice will be *"Free for Payment"* at Central Settlement Cell.

The approving authority, if at all required, may ask for the file containing the physical vouchers. The workflow in ERP has the provision of the note sheet in the system. The claim cell, the approving officer or any officer in between can enter their comments on the note sheet (also called Review and Review History in ERP).

Printout NOT required in the following cases with respect to MM module of ERP –

1. Indent
2. Material issue with respect to indent
3. Material Receipt with respect to PO
4. Material Receipt for excisable case
5. Store ledge/Purchase day book
6. Completion certificate

Note : *Only PO and work order/service order need to be printed.*