

Admn.I Section
Corporate Office
Bharat Sanchar Bhawan
New Delhi



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

No. BSNL/Admn.I/17-1/06

Dated: ~~September 30~~, 2009
October 14,

Office Memorandum

Sub: Expenditure Management – Economy Measures and rationalization of Expenditure – Instructions regarding stay in hotels.

The Government has issued general austerity measures to be followed in various Ministries/Departments.

In view of the above it has been decided to follow the under mentioned guidelines with regard to official tours.

1. Avoid tours and try to use telephone, tele conferencing as far as possible.
2. If necessary meeting should be held at a place so that travel involved by participants is minimum.
3. Also, meeting should be so arranged, keeping the period brief so that the overnight stay by participants can be avoided.
4. If overnight stay is unavoidable stay invariably in IQ if available.
5. If accommodation in IQ is not available, stay in the most economical hotel as per the entitlement.

This has the approval of the Competent Authority.


(J.P. Meena)

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To
All the CGMs, BSNL