

O/o the Chief General Manager
Tamilnadu Circle,
No. 80, Anna Salai,
Chennai – 600 002.
Tel: 044 2852 0268



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

To

All I.F.As of SSAs / Civil / Electrical Divisions Tamilnadu Circle
Accounts Officer, Civil / Electrical Divisions/ AB Project/ CTSD, Madurai
/CMTS, Trichy /
Accounts Officer (Cash), Circle Office.

No.BSNL/Banking/ 2-16/Genl/Corres/2010-12/61 dated @ CNI – 2, the 16.08.2011


Sub: Accounting of Housekeeping expenditure – Instructions – Reg.

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On review of booking of expenditure pertaining to housekeeping charges, it is seen that there is no uniform practice of accounting the charges by the SSAs. The SSAs use different Account Heads viz. Security / Police Escort/ General expenses / wages /Repairs and Maintenance for accounting the housekeeping charges.

In order to maintain uniformity in accounting the above expenditure, it is requested to account the expenditure towards housekeeping charges under Repairs and Maintenance – 17x 08 01/471 08 01 Buildings & Electrical fittings While projecting funds every fortnight, the funds may be projected under Repairs and Maintenance – AMC.

The House keeping expenditure so far incurred may be reviewed and transferred to the above heads immediately and duly incorporate the same in August 11 Trial balance so that the RE and BE for working expense proposal can be finalised after taking into account the above transfer of expenditure.


(G.KAMALASEKAR)
Dy.General Manager (CA)
For C.G.M.Tamilnadu circle
Chennai 600 002.