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भारत संचार निगम लिमिटेड
(एन सी ई सी २१९८८)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. 24-02/2013 /NWO-CFA/ IN

Dated 26-02-2013

To,

The Chief General Manager,
All Telecom Circles / Telecom Districts,
BSNL

Subject: Regarding Extension of Shelf Life of Pre-paid IN Cards

Ref 1: This office letter of even no. dated 26.03.2009

Ref. 2: This office letter of even no. dated 17.04.2012

Kindly refer above mentioned letters in this regard about delegation of powers to Head of Circles for extension of validity of prepaid IN cards. In view of the continuing requests from Circles for extension of shelf life of cards, extension of which was not covered under the above noted delegated powers to circles, it has been further decided by competent authority to delegate the powers to Circle CGMs as follows:

1. Any circle having the requirement of valid cards shall first explore the possibility of diversion of cards within circle from one SSA to another.
2. It is understood that at present the circles are having a huge quantity of Valid/Invalid cards which are lying unsold. It is advised that as per the average sale of previous year in your circle, approximate requirements for next two years may be estimated. Only estimated number of cards required for two years may be retained & rest of the cards may be destroyed as per BSNL CO letter no. BSNL/CO/IDDG(BB)/82-07/06-Broadband Dated 26.12.2006
3. The request of extension of shelf life, if required of those prepaid IN cards shall only be given by field units which are estimated as para 2 above.
4. The above request for extension of shelf life of estimated cards must be sent only in prescribed Performa with a certificate as given in Annexure.
5. Shelf life of Pre paid cards may be extended by 1 year at a time beyond the initial period of 18 months. **CGMs are now authorized to extend the shelf life beyond the initial one year extension** i.e. more number of times if cards remain unsold with BSNL. However CGMs shall satisfy themselves regarding the requirement of shelf life extension keeping in mind the existing inventory and demand.
6. Change of profile of cards involving change in value of ITC/FLPP card is not allowed.
7. Necessary re-stamping of cards after the extension of shelf life may be ensured before selling/ circulation in the market. The re-stamping shall be done involving BSNL staff without incurring any expenditure.
8. Non moving stocks of pre paid cards must be destroyed as per existing guidelines and shall not be considered for extension.
9. In SCP the records of ITC / FLPP account cards is to be retained in memory at least 45 days after the expiry of shelf life. Thereafter the cards in SCP memory may be deleted as per the loading of SCP.

10. In no case any card which has been destroyed due to any reason shall be sent for extension. SCP incharge should get a certificate from Circle coordinator regarding the same before carrying out the extension.
11. Shelf life of cards lying with BSNL, may be considered for extension by the SCP incharge as per requests from a Circle.
12. SCP in-charge should extend the shelf life of cards only after getting the complete details of cards. Each PSN range should contain at least 50 continuous PSNs. Individual cards or cards in small batches shall not be extended.
13. Circles/ SSA shall periodically access the stock available with BSNL and the shelf life of such cards. Proactive action well before the expiry of cards may be taken by Circles/ SSA.
14. Unsold cards lying with BSNL whose shelf life can not be extended due to above or any technical reason like deletion from SCP memory, shall be destroyed as per the existing guidelines.
15. Before destroying such cards by the SSA level committee, committee must ensure that records of such cards are deleted from memory of concerned SCP.
16. In all cases the Accounting & Control mechanism shall be followed.
17. Complete details of extended cards shall be maintained at SSA level (ROI in charge), Circle Level (IN coordinator) and SCP level (DGM SCP incharge) for purpose of Audit or Vigilance inspections and to avoid complications.
18. Concerned CGM shall request concerned SCP incharge only to extend the shelf life of pre paid cards.
19. Circle may forward the request for extensions to concerned SCP in charge only twice in a year.
20. In case, life of some cards can not be extended due to some reason, the same may be intimated to Circle IN coordinator by SCP incharge for further necessary action.
21. SCP incharge shall send complete circle wise details of shelf life extension to NWO-CFA cell of Corporate office on a quarterly basis.
22. The above guidelines are applicable to pre paid cards/ E PINs available with BSNL only.
23. Circles may ensure that Service Tax, Education cess etc. if arise due to any revision of rates or otherwise, may be adjusted.

This is for your kind information and necessary action please.

Encl's Attached

Copy to- All SCP In- charges


(Neera) Kumar
Addl. GM (NWO- II) CFA

Annexure

Performa for validity Extension of Prepaid IN cards

S.N.	Type of Card	Denomination of the cards	Details of PSN		Total no. of Cards	Original/initial validity date printed on card	No. of shelf life extension already given	Date of expiry of present validity	Cards available in B.S.
			PSN From	PSN To					

Certificate- It is certified that above number of cards are required for maintaining the supply of cards to BSNL outlets and all the conditions mentioned in the letter dated 26.03.2009 have been complied with.