



K.RAMCHAND
Sr. GM (Corporate IT)

No. CIT/8-10/2013/ERP/Pt.III

Dated 29th August, 2014

To

CGMs of all Circles

Sub : - Clarification regarding exercise of financial powers after merger of civil and electrical units in SSAs during ERP implementation

Kindly refer to earlier letters from Corporate Office regarding merger of civil and electrical units with SSAs. Circles have raised certain issues and the following clarifications are provided.

Issue 1 : - Whether the existing financial powers of Civil/Electrical wing officers now attached to the SSA/Circle stand withdrawn and only the financial powers of GMTD/CGM have to be exercised by them, after due delegation for carrying out the Civil/Electrical Departmental/External Project works.

Clarification : - Even after implementation of ERP, the existing financial powers of Civil and Electrical wing in the SSAs and the Circle will continue. Implementation of ERP has not changed the delegation of financial powers in this organization. This is true for all wings of BSNL. In fact, ERP has not been configured with the delegation of financial powers at present. Cases submitted for approval move as per the hierarchy configured in the system. Cross functional movement of a case is also possible by configuring what is called "Exceptional Table". For instance, if a SDE is initiating a case either for purchase order or for service order then, he can select the final approver which is possible for him from the list of approvers available and configured for each SSA and unit. If a DGM is selected as a final approver, then the case can be approved by the DGM, if DGM has been authorized with the required roles. If a GM is selected as the final approver for that case, then the GM can approve that case. If the case has to pass through other functional units like Finance (For example CAO) or Civil wing (For example EE Civil) then end-user can select these officers if they are configured in that Exception Table. Hence, it is clarified here that the officers will continue to exercise the financial powers as they are at present and the work flow in ERP will be as per the hierarchy defined and configured in the system.

Issue 2 : - Further, what is the action to be taken for exercising the financial powers now exclusively delegated by Corporate Office only to CE Civil (e.g. External Projects) i.e. whether he can continue to exercise or a new delegation for these works to CGM will be considered by Corporate Office.

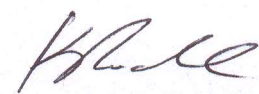


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Clarification : As explained above, the existing financial powers now exclusively delegated by Corporate Office only to CE (Civil) and shall continue as it is .

Issue 3 : - If the officers of Civil/Electrical wing can continue to exercise their existing financial powers, whether the proposals which exceed their financial powers are to be sent to CE for approval or got approved by the SSA Head to whom they report to/the first reporting officer.

Clarification : - Officers approving cases in the ERP System have to use their judgment depending upon the delegation of financial powers given to them. The ERP system shall not give any warning or caution and shall not restrict the user from approving the cases if it is marked as the final approver. Hence, if any proposal exceeds the officer's financial powers then the case has to be returned to the initiator who will again initiate the case with the appropriate authority as the final approver. To specifically reply to this query, proposals exceeding the financial powers of SE (Civil) shall be sent to CE (Civil) for approval. As Civil and Electrical wings are functional branches, the proposals which exceed their financial powers shall require approval of those functional officers within whose financial powers proposed expenditure falls.


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