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भारत संचार निगम लिमिटेड
(भारत सरकार का एक उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
BSNL 3G)))) **BSNL LIVE**
Faster than your thoughts 2010

Mktg/CFA/Franchisee Corr/Genl/2009-10/ 4

dt 15/09/11

Sub: Sale of ITC cards by CM franchisees- Approved procedure -reg

During the franchisee meet held in Chennai on 04/08/11, there was discussion regarding sale of ITC by CM franchisee. CGM instructed that ITC cards should be sold by CM franchisees also. In order that franchisees are serviced without any hassle in respect of sale of ITC cards, the following procedure has been approved by CGM.

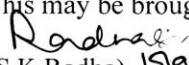
1. Franchisee will give requisition for ITC cards, denomination wise , to the A.O (Cash) or the AO who holds ITC cards. In case of franchisees stationed outside the SSA HQ, they may submit request to the nearest CSC. A copy of request has to be submitted to the franchisee manager.
2. A.O/SDE(CSC) will work out the amount payable after calculating the cost, commission admissible, tax recoverable etc and communicate the net payable amount to the franchisee.
3. Franchisee will remit the required amount in the following possible manners:

Remittance by cash:

- a. Franchisees stationed in SSA HQ can pay by cash to the AO(Cash). AO(Cash) will issue receipt . AO holding ITC cards will issue ITC cards.
In case of franchisees stationed out of SSA HQ, remittance by cash has to be done at the nearest CSC .SDE (CSC) will issue the cards.
- b. Franchisees stationed in SSA HQ can remit the amount payable in the Bank account of AO(Cash) and hand over the chalan to AO(Cash). AO(cash) has to issue receipt and AO holding the cards will issue to franchisee manager who will deliver them at franchisees place.
- c. Franchisees stationed outside SSA Hq. can make payment through NEFT/RTGS. AO(cash) has to confirm receipt of payment. If franchisee manager is stationed in SSA HQ, then cards can be got from AO. Else, confirmation of receipt of payment may be communicated to the CSC from where the request has been made. After receiving confirmation from the AO(cash) , CSC SDE will issue cards to the franchisee manager who will deliver to franchisee .

All other existing precautions with reference to dealing cheque/ negotiable instruments/ cash transaction may be exercised by all concerned.

This may be brought to the notice of all concerned including the franchisees.


(S.K.Radha) 15/9/2011
General Manager(S&M-CFA)
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To
All Heads of SSAs,Tamilnadu Circle

Copy to:
GM(S&M-CM), GM(TR), Circle office.