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

TR/CMTS/ITC Cards/2011-12/61 , dated at Chennai 600 002, the 14th March 2012

To
PGM/GM, BSNL,
SSA: Coimbatore/Coonoor/Cuddalore/Dharmapuri/Erode/Karaikudi/Kumbakonam/
Madurai/Nagercoil/Pondicherry/Salem/Thanjavur/Trichy/Tirunelveli/Tuticorin/
Virudhunagar/Vellore.

Sub: Reconciliation of Sale and Stock Position of ITC Cards/FLPP/Call Now Cards etc. - reg.,
Ref: This office letter of even number dated 03-12-2009.

Kind reference is invited to this office letter under reference on the subject, wherein instructions were issued for proper maintenance of Inventory register for ITC Cards/FLPP/Call Now Cards etc. Further it was emphasized that the stock register of all these cards are to be closed daily and proceeds of the cards including taxes are to be credited to AO (Cash) accounts on daily basis and IFAs have to ensure this is done on daily basis so that there is no leakage of revenue. Similarly, the correct stock position in respect of various denominations is also to be monitored and certified periodically. Since, heavy value of cards are involved, monthly statements were prescribed in form Annexure -II and Annexure-V statements for various cards.

Now instances have come to notice, that in one of the SSA, the cards were found to be short and on verification it is found out that the shortage has been detected in the sealed boxes itself when taken up for verification.

In the light of the above, suitable instructions may please issued to the concerned officers to check the boxes by manually counting cards and thereafter seal them properly and keep them under the custody of the officer concerned. Further it is requested, that suitable instruction may please be given to the IFA/DGM (TR) concerned to monitor the sale and stock of cards on regular basis, and the also to send the required statements on monthly basis to the circle office for consolidation and sending the same to BSNL Hq.

(K. GEETHANJALI)
General Manager (TR)
TN Circle, Chennai-2

Copy to:
The IFA/DGM (TRs),
PGM/GM, BSNL,
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