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

No. BSNLCO-COMN/18(13)/4/2021-MMT   Dated: 16.06.2021

<u>Through BSNL Intranet Portal</u>

To,
      The Chief General Managers
      All Telecom Circles/ Field Units, BSNL

      The PGMs/Sr.GMs/GMs
      BSNL Corporate Office, New Delhi

Subject: Standard Operating Procedure (SOP) for Invoice management in the e-Office and
         ERP systems.

      Pursuant upon implementation of eOffice in BSNL, several references have been
received from Circles regarding the use of the ERP and eOffice system for certain
processes related to invoice management.

      In order to avoid duplication of work in the ERP & e-Office system, a
comprehensive Standard Operating Procedure (SOP) has been envisaged which is to be
scrupulously followed by all the units of BSNL. The details of SOP are as below:

S.No	Action /Instruction
1	There is neither any conflict nor overlap with processes/workflows already defined on ERP. After implementation of ERP, all processes for which workflows have been created in ERP, are to be executed on ERP only, hence these processes in physical files became redundant and stand discontinued.
2	As the process of tender is not being done through ERP, the processing of tenders will continue to be followed on e-Office. Purchase requisition, which provide the justification for a purchase proposal, must be generated and approved on ERP before a tender proposal is processed on e-office. All tenders for CAPEX or OPEX must be done against approved purchase requisition only. However if budget allotment is not possible during approval of PR, a notional budget may be allotted for purchase request and tendering process initiated on e-office. Award of work / APO shall be approved only after the actual budget is allotted.
3	Tender process up to finalization of the Agency shall continue to be done on e-Office.
4	All processes from issue of Advance Purchase Order (APO) onwards shall be done in ERP work flow only. Any PO issued without ERP PO number will be considered unauthorized. The executives vested with authority of approval of Purchase/Work Orders must approve these documents in ERP workflow ONLY. The PO should be complete with all terms & conditions as is required as per Company's procurement policy.

5	The process for receipt of stores & services is already configured in MM module of ERP. These processes are configured to be used in real time, instead of being secondary system to be updated after the event. The invoices received in concerned branches should be processed on ERP capturing all details. The approval by each functionary in the workflow is done through an authenticated login to ERP system, hence the same is digital/ electronic approval, and shall be treated as such. The process of endorsements made on the invoices under authentication by the unit level functionaries receiving the physical invoices shall continue.
6	After processing the invoices through SES/MIGO, the physical invoices should be transferred to Accounts Office. For reference purpose, SES/MIGO DOCUMENT NUMBER shall be written on the physical invoice.
7	Upon receipt of physical invoices in the accounts office, the MIRO work flow approval shall be initiated by Accounts Office. The workflow on ERP should not be followed up with movement of physical file or a process on e-Office. Any functionary wishing to refer physical document may however record the same in workflow and seek such documents, which will then be provided by concerned /relevant officers in physical file with reference of the same being recorded on ERP.
8	Authorities competent for authorizing release of payment have been given the role of "payment block removal" which is available in workflow only. The definitions and components of workflow are controlled centrally.
9	A user ID and role for audit functionaries is already available in ERP which is activated upon request of a circle, as per schedule of audit, to be used by both, P&T audit as well as statutory auditor(s).
10	Non PO based payments like Rent, Electricity Bill etc. are already part of ERP workflow and no physical/ eOffice file to be used in this case
11	For payments related to staff claims, most of the processes are implemented in ESS of ERP. Hence all ESS related items should not be part of physical/ e-Office file.
12	Any process which is not there in ERP [e.g.- staff (whether serving or retired) related claims exceeding limits] shall be done through eOffice.
13	All physical files shall be replaced with eOffice and ERP related process shall continue in ERP only. The practice of processing physical/ e-Office case, to be followed up with the process on ERP must be stopped IMMEDIATELY. Based on cases, if required, reference of e-file /ERP numbers can be mentioned in ERP / eOffice for linking (for any information required at a later date).

This is issued with the approval of competent authority.

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Copy to:
1) PPS to CMD, BSNL
2) DIR CFA/ EB/ CM /HR/Fin, BSNL Board.