



# **SANCHAR NIGAM EXECUTIVES' ASSOCIATION KERALA CIRCLE**

**(Recognised Majority Association of Executives in BSNL)  
SNEA Bhavan, Dharmalayam Road, TVM-695001**

## **Circle President**

**George Varghese  
DGM(OP & Mktg)  
Ernakulam. 944716900 (M)**

## **Circle Secretary**

**T.Santhosh Kumar,  
SDE (Mktg), Manacaud,  
Trivandrum. 9446072525 (M)**

## **Circle Treasurer**

**G.Premkumar,  
SDE(Mktg), Vellayambalam,  
Trivandrum. 9447102277 (M)**

**No:- SNEA/KLA/CGM/2016-17/111**

**dtd at TVM, the 15-3-2017**

**To**

**The CGMT  
BSNL, Kerala Circle,  
Thiruvananthapuram.**

**Sub: Reconciliation of CSC collection with bank remittance, reg:**

As we all know, reconciliation of CSC collection with bank remittance on a daily basis is one of the most important and routine activities to be carried out as far as accounting of revenue collection is concerned. At present, the above critical activity is carried out as per the statement prepared manually by the CSC-in charges on a daily basis. After introduction of ERP and S&D module in the CSCs, the workload of CSCs has increased manifold. Most of the CSC-in charges are having multiple charges of many sections and exchanges making it almost impossible for them to prepare these statements every day. In fact, many CSCs are manned by non-executives and sometimes even by contract labourers who are not that much conversant even with simple accounting procedures. In order to simplify the procedure and to ensure error free accounting, the following suggestions are made for carrying out reconciliation of CSC collection with bank remittance.

Collections in the CSCs are out of two accounts; (1) PMS collection of telephone bills etc and (2) Other collections through sale in S&D module. As both collection details are available in the two portals, there is no need for reporting these details by the CSC-in charges by preparing manual statements daily for the use of CA and Banking wing. The reconciliation section may take details of these two collections from the portals and compare the same with bank remittance statements received from the bank and discrepancies if any to be brought to the notice of CSC-in charges. This will not only ensure accuracy in comparing collection and bank remittance but also avoid unnecessary preparation of manual statements by the CSC-in charges. Also, the stock details of materials such as top up cards and SIMs at each SLOC (CSC) can be easily monitored and reports generated through simple ERP commands by the AO (Sales) at each BA. These steps, if implemented, can also bring some relief to the work load of CSC-in charges as well.

It is understood that uniform procedure is not being followed among BAs for CSC collection reconciliation with bank remittance. Also it is high time to find out a mechanism for integrating all collections in PMS and S&D module along with Kenan FX.

Hence, it is requested to consider the above suggestions positively and issue necessary instructions to all BAs in this regard for adopting a streamlined and uniform procedure for reconciliation of CSC collections with bank statement more efficiently and accurately.

**Sincerely Yours**

A handwritten signature in blue ink, appearing to read 'T Santhosh Kumar', with a long horizontal flourish extending to the right.

**T Santhosh Kumar  
Circle Secretary  
SNEA, Kerala Circle.**

Copy to:- PGM(Finance), O/o CGMT, Kerala