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

IndiaBroadband²⁰⁰⁷
Linking India >>

No. TR-I/1-170/2019-2020/ 105

Date: 07.01.2020

To

IFAs/DGM (TR)s of all SSAs-
BSNL, TN Circle

Sub: Refund of TR deposit through CTOPUP - reg

It is learnt that PDY and ERD SSA are following the practice of refund of Telephone deposit through CTOPUP of BSNL mobile number given by the customer. It has been decided by the competent authority that the same practice may be followed by the other SSAs also. In this regard, the following points are put forth.

1. SSAs should encourage the customers to collect the refund of deposit in the form of CTOPUP. This will reduce the cash outflow of the company.
2. Wherever this is agreed, then the accounting procedure envisaged by the Corporate Account section and attached as Annexure to this letter should be strictly followed.
3. IFAs of the SSA should monitor the same personally and furnish a certificate to this effect on monthly basis with details of number of cases settled in such manner with amount. If not, a NIL statement should be sent.

Sujata Venkateswaran
8/1/2020

Pr. General Manager (F),
O/o The CGM , TN circle,
Chennai-600006

Enc : as above



Procedure for accounting of refund of TR deposit through CTOPUP

1. The "KR" document (Vendor Credit Balance) created for refund of deposit is to be identified for which refund is proposed to be made through CTOPUP. The document may be converted to "SA" type using **TCODE – "F-04"**. This is to ensure that no payment is made to the subscriber against the "KR" document.
2. Retail sale of CTOPUP is to be made by CSC to the mobile number provided by the subscriber for the exact amount of deposit refund due to the subscriber.
3. "RV" and "DY" documents are created on Batch Admin Posting at the end of the day. This would be created for the entire amount of retail sales done during the day. The amount of Sales done would reflect in **GL 2510000002**.
4. While remitting the amount to the Bank using **TCODE –"ZFI011"** the amount of CTOPUP issued in-lieu of deposit refund should be reduced from the remittance made to the bank. "ZB" type document would be posted. The amount of CTOPUP issued would remain as open item – Debit under **GL 2510000002**.
5. The debit balance under **GL 2510000002** as stated in point 4 above should be cleared with the vendor credit balance available in the "SA" document noted in point 1 above.
6. Finally refund payment posting is to be updated in **CDR-PMS** module by the respective AO (cash)