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No. SNEA/KRL/CGM/2016-17

Dated 17-6-2016

To,

Shri L.Anantharam
Chief General Manager
BSNL, Kerala Circle

Respected Sir,

Sub: Payment of Temporary Advance in ERP- Closing /Opening of Savings Bank Accounts in case of Intra-Circle transfer of Officers reg.

Ref: BSNL/KRL/ERP/CSC/4-4/BANK Corr/2014-15/3 Dated 14 -10-2014

As per the instruction in circular cited under reference above, Savings Bank account in the name of each temporary advance holding officers had opened centrally at Trivandrum in Union Bank of India exclusively for temporary advance purpose. After implementation of ERP, The Temporary advance payments are released centrally by the Central Settlement Cell (CSC) at Circle office after approval by the competent authority in Business Areas in ERP workflow.

The existing instruction is that the Savings Bank account shall be closed and the card surrendered under intimation to AO (CSC), Circle office in the event of retirement, transfer etc of the temporary advance account holder. As large numbers of officers are transferred frequently, the present practice results in much administrative inconveniences and expenses both to BSNL as well as to banks. The following procedure may consider to mitigate hardships to temporary advance holders in case of transfer of temporary advance holders.

1. In case of inter Circle transfer, retirement and transfer to a non-temporary advance holding post, the SB account in the name of the officer may closed as per the existing instructions.
2. In case of Intra-circle transfer, the officer may be relieved from the existing post after settling the temporary advance account. The officer may instruct to make the savings bank account balance into 'Zero'. The bank may directed to consider such cases specially and credit the interest accrued as on date without waiting for end on the period.
3. In case (2) above, the competent authority of the relieving Business Area may take necessary changes in SAP and block the officers temporary advance account in that Business Area and may make necessary entry in relieving order that shows the status of

temporary advance account. Further, the banker may be instructed to suspend the operation in that account till further instruction.

4. On joining of officer in new Business Area, if the officer is posted in temporary advance holding post, the competent authority may take necessary steps to map the SB account of with a new temporary advance account of the Business Area. Otherwise, if the officer is posted in a non-temporary advance holding post, may direct to close the SB account and report the compliance.

By adopting these, we can manage the changes due to transfers internally without disturbing any external party i.e. the banker. Further, BSNL can avoid unnecessary manpower and expenditure to open new account. It is desirable to reconcile every SB account open for temporary advance dispersal centrally at Circle level, for that minimum accounts are more desirable. It is under stood that other circle like Karnataka is maintaining same SB account in case of intra circle transfer.



(T.Santhosh Kumar)
Circle Secretary,SNEA,
Kerala Circle.

Copy to 1. PGM(F), O/o CGMT, Trivandrum
2. GS, SNEA CHQ, New Delhi