

# BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)



Gujarat Telecom. Circle  
Telephone Bhavan, C.G. Road,  
Navrangpura,  
AHMEDABAD - 380 006

To,

All SSA Heads in Gujarat Telecom Circle.  
All GM's/DGM's Circle Office, Ahmedabad/Principal RTTC/CTTC-AM.  
SE (Civil)/CE (Electrical)/ Sr. Architect. O/o CGMT AM.  
All AGM's in C.O, Ahmedabad.

No: - Genl/sty/Uniforms/05-06/II/69

dated at AM the 10.02.2010.

Sub: - Regarding reimbursement in cash in Lieu to supply of Tumbler-Glass, Jotter Ball Pen, Soaps, Safety Canvas Shoes, Dust Proof Shoes, Shock proof shoes, Aprons white T/C suiting cloth, Brief Case and Towel to eligible Group "C" & "D" staff working in the Gujarat Telecom Circle.

Ref: - 1) BSNL-HQ No. BSNL/Admn.-II/1.1/2006 dated 10.01.2007.

2) No. Genl./STY/Uniforms/05-06/II/34-36 & 51 dtd. 05.08.08, 28.08.08 & 05.03.09

Approval of the Chief General Manager, Telecom, Gujarat Circle, BSNL, Ahmedabad is hereby conveyed for Payment of Cash equivalent to the staff in lieu of various staff amenity items to the eligible Non executive staff in Gujarat Telecom Circle as per Rates, Periodicity and eligibility circulated from time to time. Instead of supplying of these items.

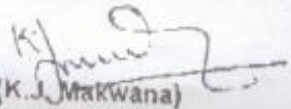
List of items for which cash equivalent is to be paid is given in **ANNEXURE - A** attached.

The following instructions are to be adhered strictly by all concerned.

1. All the eligible staff will purchase the staff amenities items as per prescribed rate and periodicity given in **ANNEXURE-A** and submit a Self Certificate in the format (**ANNEXURE-B**) to their controlling authority for reimbursement of the expenditure incurred.
2. On receiving the Self Certificates from the staff under their control, the in charge of respective Unit/Section will prepare consolidated list showing the admissible amount to be paid to each staff Member and will submit to the DDO concerned.
3. The concerned DDOs should be authorized to include the amount of staff amenities which is submitted by unit officer in salary of the employees.
4. It is to be made clear to the staff that no further expenditure will be allowed on this account.
5. The certificate regarding payment made is required at the time of movement in inter section transfer and in case of change of DDO, entry should be made in LPC of the employee.
6. This is applicable to the NON -EXECUTIVES (Group C & D) staff only.
7. The time duration of this reimbursement will be on yearly basis, i. e. in the pay of March payable in April each year.

This order shall come in to effect from 01.01.2010.

Encls: Stated as above

  
(K.J. Makwana)

Assistant General Manager (Genl.)  
O/o Chief General Manager  
Gujarat Telecom. Circle,  
Navrangpura, Ahmedabad -06.  
Tele- 079 - 2648 0658

Copy to:

1. PS to CGMT for kind information please.
2. Circle Secretary BSNLEU, Gujarat Circle, Ahmedabad.
3. District Secretary, BSNL-EU, Circle Office, Branch
4. Circle Secretary SCT Welfare Association.

ANNEXURE-A

SL. NO	Name of Items	REVISED RATE w.e.f 01.01.2010	Eligible Staff	Periodicity
1	Tumbler Glass	Rs.20.00	ALL NON-EXECUTIVE STAFF	one glass tumbler in a year
2	Jotter Ball Pen	Rs.25.00	ALL NON-EXECUTIVE STAFF	one in a year
3	Soap	Rs. 15.00	ALL NON-EXECUTIVE STAFF	one in a two month
4	Safety Canvas Shoes (Bata Power) (839-1044/ 6044)	Rs. 279.00	L/M,R/M, P/M pertaining to O/D Duty	2 pairs per year
5	Dust Proof Shoes (Liberty Gliders)	Rs. 250.00	Staff wkg. in A/C Switch room, A/C MDF, A/C computer room	Once in a year
6	Shock Proof Shoes Bata Super Stride (824-6050)	Rs. 549.00	Staff working in A/C room, Power plant room, Bldg. Mtce, Telax, CRS, Electrical units	One pair / 2 years
7	Aprons White T/C suiting Cloth 137 cm width.	Rs 135.00/mtr. (137 Cm. width)	Officials working in A/C switch rooms	One pair in 2 years
8	Brief Case	Rs. 1346.00	For PA, Supervisory Staff (Sr.TOA Grade-IV)	Once in 3 years
9	Brief Case	Rs. 1103.00	For Tech, TTA ,PI, RSA	Once in 3 years
10	Brief Case	Rs. 1072.00	For WD, Line Staff (O/D), T/M(O/D)	Once in 3 years
11	Towel	Rs 100.00	Group "C" & "D" (all Non-Executive)	Once in six month

*B*

**SUBJECT: - Expenditure Certificate for purchase of staff amenities items.**

This is to certify that I have incurred an expenditure of Rs. .... (Rupees .....  
.....only) toward purchase of staff amenities items mentioned below.

Sl. NO	Name of items	Approved rates	Date of Last issue	Period for which reimbursement claimed
1				
2				
3				
4				
5				
TOTAL				



**Date:**  
**Place:**

**Signature:**  
**Name:**  
**Designation:**  
**Unit/Section:**  
**ERP No:**  
**HR No:**