



# ALL INDIA GRADUATE ENGINEERS & TELECOM OFFICERS ASSOCIATION, GUJARAT

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No: AIG/GUJ/2019/7

Dated: 22.02.2019

To

Shri H G Changadia

PGM (Fin / IFA)

Gujarat Telecom Circle,

Ahmedabad-380006

**Sub: - Reimbursement of News Paper claims of employees**

Sir,

With respect to above cited subject, it is to kindly bring into your notice that the process adopted by claim cell of circle office is not in line with the BSNL Corporate Office letter on Paperless work in ERP and it may not be uniform across the SSAs.

It has been seen that the claim cell of circle office is demanding copy of approved note sheet while receiving the newspaper claim which is against the procedure and defeats the very purpose of paper less working in ERP system.

A copy of letter issued by BSNL Corporate Office regarding paper less work in ERP containing steps for processing of various employee claims vis a vis role of claim cell is attached herewith for your kind reference please. As per the letter, nowhere it is mentioned that the copy of approved note sheet is required while submitting the newspaper claim by employees. The newspaper claim is personal to the employee and employee is personally responsible towards the claims made by him in ESS because every employee is provided individual access to the ESS portal for entering his personal claims in ESS portal by himself.

In this connection, I would request you to kindly issue necessary instructions to the claim cell for receiving the newspaper claims without demanding the copy of approved note sheet as it is against the laid down procedure. It is also requested to kindly issue common guidelines to the IFAs of all the SSAs of Gujarat Circle for smooth and uniform implementation of the same.

Thanking you in anticipation.

Encl: - As above

Yours faithfully

Sd/-

C M Tamboliya

Circle Secretary

AIGETOA Gujarat

Copy to: - Sr.GM (Admin) O/o CGMT, Gujarat for info. Please.

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