



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

% PGM (BW)

BSNL Corporate Office

Telegraph office Building,

Kashmere Gate, New Delhi -6.

Tel:011-23865254,Fax:01123865284

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^{27.}
Dated: 25.04.2012

To

All PCE (Civil)/CE (Civil)
BSNL.

Sub: External Projects- Uploading of procured works on Google Docs. reg

As you are aware that reporting of External Projects has to be done through Google docs for which authorization has already been made. It has been observed that the data is not being communicated properly and this office is unable to make use of the data provided to fulfill the requirement of Management.

Following are the most common discrepancies/shortcomings observed in the data provided:

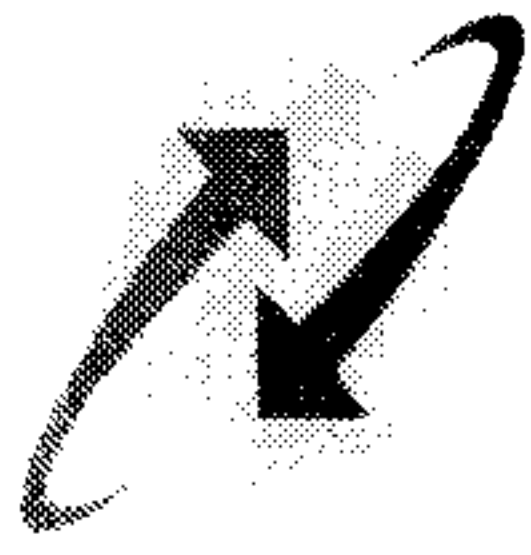
1. Only the procured works, for which **approval/sanction letter/advance money** has been obtained from client department, need to be entered.
2. The Financial Year is the **year of procurement** of work and should be entered accordingly in column no. 2.
3. In the column – Name of Client, some of the zones have entered the name of work. Such errors may be corrected.
4. In column 5, Name of Work, name of **procured works** only needs to be entered. There should be no entry like agreement number etc in this column.
5. In column 6, Value of Work, value of work in lakhs of rupees is to be entered upto two places of decimal **without any suffix** like approx., contingencies etc..
6. In column 7, Time period, only the period in numerals (in months) needs to be entered without any suffix like month or years.
7. In column 8, Quoted %age, only the rate quoted in numerals needs to be entered without suffix % (e.g. **5% to be entered as 0.05**).
8. In column 9, Revenue to be realized, amount of revenue in lakhs of rupees is to be entered upto two places of decimal **without any suffix** like approx., contingencies etc. It is observed that this data is not being entered properly.
9. In column 10, Start Month, the month of start of the work **after award/approval by the client/signing of the MOU with the client** with year needs to be entered (e.g. 04/2013). It is observed that proper information is not being given in this column.
10. In column 11, Status of Work, **completed or in progress** needs to be entered. It is observed that in some of the cases no information is being given in this column.
11. In column 12, %age Completion, only the quantum of work completed needs to be entered **without suffix %**. However in some of the cases no information is being given in this column.
12. In column 13, Time Over Run, **time period beyond the stipulated date of completion, in months**, needs to be entered, if applicable or otherwise to be reported as 'NIL'. It is observed that in some of the cases no information is being given in this column.

Regd. & Corporate Office : Bharat Sanchar Bhawan, Janpath New Delhi-110 001

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Raj Kumar
27/4/12



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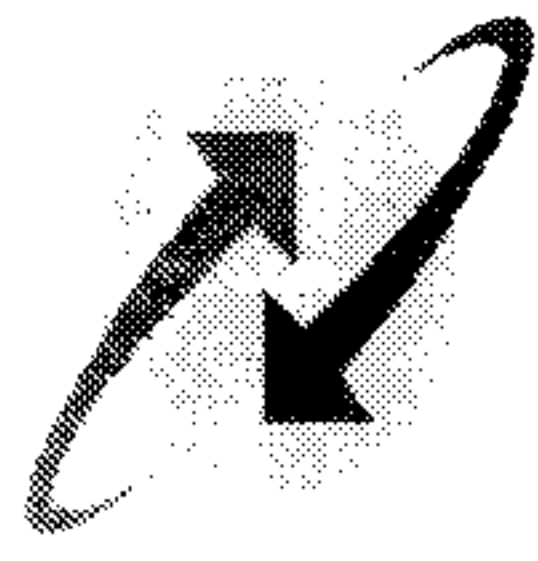
13. In column 14, Final Value of Work, value of completed work in lakhs of rupees is to be entered upto two places of decimal **without any suffix. For the works in progress nothing should be entered in this column.** It is observed that data is not being entered in this column properly.
14. In column 15, Revenue to be realized based on final value of work done, amount of revenue in lakhs of rupees is to be entered upto two places of decimal **without any suffix on completion of work. For the works in progress nothing should be entered in this column.** It is observed that data is not being entered in this column properly.
15. In column 16 to 17, revenue realized in lakhs of rupees upto two places of decimal in each previous FY is to be entered. Further, in order to capture the progressive revenue realization in current financial year/quarters, the column 18 to 21 have been introduced in which entries should be made strictly as per the requirement sought i.e. quarter wise in these columns, in lakhs of rupees upto two places of decimal **without any suffix.**
16. In column 22 to 25, Expenditure Incurred in each FY is to be entered. Further, in order to capture the **Progressive Expenditure** in current financial year quarter wise, the column 26 to 33 have been introduced in which entries should be made strictly as per the requirement sought i.e. **quarter wise** in these columns, in lakhs of rupees upto two places of decimal without any suffix. It may please be noted that all the expenditures actually incurred in procurement and execution should be included in Real Cost (like stationary, T&P, Computer peripherals, traveling expenses etc) and accounted for so that we must be able to capture the actual profit. Similarly in total expenditure column all indirect cost like salary of staff and other indirect expenditure and all real cost has to be taken.
17. In column 34, 35 & 36, Progressive Revenue realized/Expenditure Incurred (as applicable i.e. for the relevant period) is to be entered in lakhs of rupees upto two places of decimal without any suffix.
18. In column 37 & 38, Net Profit upto 31.03.2012 is to be entered in lakhs of rupees upto two places of decimal without any suffix. Further, in order to capture the Profit in current financial year quarter wise, the columns 39 to 46 have been introduced in which entries should be made strictly as per the requirement sought i.e. **quarter wise**, in lakhs of rupees upto two places of decimal without any suffix.
19. In column 47 & 48, **Upto Date Profit** is to be entered in lakhs of rupees upto two places of decimal without any suffix.
20. In column 49, Balance revenue to be realized, **amount of revenue outstanding to be realized after the date of completion**, in lakhs of rupees, is to be entered upto two places of decimal without any suffix. **For the works in progress nothing should be entered in this column.** It is observed that data is not being entered in this column properly.
21. In column 50, Remarks, information which is **not covered in previous columns to be entered.**
22. In column 51, Action By (As per remark/ entries made in previous columns, Person responsible for remedial action), This column needs **personal attention of the CE(C)** and **proper and specific information about the person responsible for remedial**

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27/11/12



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action and action taken by CE(C) in this regard to complete the work in time bound manner be entered in this column.

It may be noted that works of USO/AFNET/Project Arrow/NFS or any other work provided by Corporate Office may not be treated as External Works to be reported in this statement.

In view of above, it is requested to take necessary action, bestow personnel attention and ensure that the data provided to Corporate Office should be in the desired format to provide proper feedback to Management.

It is observed that inspite of huge potential of External Projects available only few Civil Zones have procured External Works against the assigned targets. Civil Zones which have not procured any External Work till date are requested to submit the reasons for the same to this office separately.

This is issued with the approval of PGM (BW).

Raj Kumar
27/12/12
DGM (Civil)