

**BHARAT SANCHAR NIGAM LIMITED****[A GOVT. OF INDIA ENTERPRISE]**

Regd. Office: Bharat Sanchar Bhawan, Harish Chandra Mathur Lane,

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CIN: U74899DL2000GOI107739 Website: [www.bsnl.co.in](http://www.bsnl.co.in)**MM Procurement Cell, BSNL CO****File. No.: BSNLCO-COMN/18(11)/11/2025-MMP****Dated: 15.07.2025****To:****The Head of all the Circles,****Sub: Approval for Delegation of Tendering and associated activities of PO Management, and claims settlement at BA Level (for select services) under the Existing DFP Framework across Circles.**

Kind reference is drawn to the MM Streamline Guidelines dated 03/05/2024, wherein under the "Job Division in Streamlined Process," it was specified that Circles would be responsible for the entire procurement process. This includes tender floating, bank guarantee management, issuance of purchase orders, bill approval, and centralized bill processing at the Circle level—covering bill receipt, invoice verification, and approval by the concerned section. All purchase proposals were to be initiated and prepared at the Circle level.

In partial modification of the abovementioned guidelines, approval has now been granted for the partial delegation of tendering and related purchase order management activities, as well as claim settlement, to the Business Area (BA) level for select services. This delegation will be carried out under the existing DFP framework across Circles.

It has been approved by the Management Committee of the Board to categorize the tenders executed by the Circles into two sections:

(1) Tenders to be dealt by at BA level within their delegated financial powers & budget allotment

- Vehicle hiring
- House Keeping
- Hygiene
- Stationary
- Other consumables
- Watch & ward & security.
- Transportation of Stores

(2) All other tenders to be dealt at Circle Level within their delegated financial powers & budget allotment.

The necessary roles and authorizations related to MM and FICO activities for BA personnel's may be obtained from concerned ERP core team after taking approvals from

Circle head. The Roles and authorization Template "Basis 01" available at ERP Help desk (<http://10.201.218.50/>) under Blank Data Template. The Template should properly filled and send via MML1 (at BA) - MML2 (at Circle) - MML3 (at NDC Chandigarh) route to Basis team at BSNL CO office for assigning roles.

The letter is issued as per approval of competent authority

  
**AGM MMP**  
**BSNL CO**

Copy to:

1. O/o Director (EB), BSNLCO for information Please
2. GM (CIT), BSNL CO
3. Office copy