 BSNL ERP	BHARAT SANCHAR NIGAM LIMITED o/o Chief General Manager TN Circle (ERP-FICO), IV TH FLOOR 16 Greams Road, Chennai 600006
No.TNC/ERP-FICO/Circle Core Team/2014-15/	Date: 23.11.2015


To  
PGM/GM,IFAs of all Business Areas/CMTS  
Pr.CE Civil/Electrical/CTSD Madurai

Sub:-Payment of Tour Advances to Staffs attending long duration of  
Training-Reg

Generally Tour Advance is not being paid. It has come to the notice of the competent authority that staff. Who are attending training of long durations are suffering due to nonpayment of tour advance. Hence it is decided by the competent authority that Tour advances can be sanctioned by the Controlling officers through "FB60" only to those who are attending training of longer duration.

The following points may be strictly adhered to while sanctioning the advance.

1. 70% of the Eligible amount may be sanctioned as tour advance under GL "2620203" and should be adjusted in due course.
2. The training should be of long duration (ie more than TWO weeks)
3. Advances should be settled immediately on completion of such trainings.
4. The advance payment is subject to the availability of funds only.

  
Dy.General Manager(ERP-FICO)  
% the Chief General Manager,  
Tamil Nadu Circle, Chennai 6