



File No: BSNLCO-COMN/18(11)/9/2022-MMP

dated: Oct 25 , 2023

To,

CGMs of all Circles

**Subject: Stores and Inventory Management Structure at Circle Level**

**Ref: Letter No BSNLCO-COMN/18(11)/9/2022-MMP**

**Date: Oct 17 , 2023**

In reference to our previous letter referred above, which outlined the centralization of procurement at the circle level, this communication elaborates on the structure of stores and inventory management at Circle level.

**Store Management Structure:**

- Each circle office will appoint a Store Incharge, typically 1 or 2 individuals, responsible for comprehensive inventory management across the entire circle.
- The Store Incharge will oversee inventory at the circle level and will have one SLOC for each BA in Circle Office Plant (e.g. 3101) but physically in the corresponding BA.
- With each SLOC, a custodian, who may be an employee from the respective BA, will manage both the BA's inventory and the circle office's inventory.

**Inventory Receipt Process:**

- Post centralization of Material Management (MM) activities at the circle level, all Purchase Orders (POs) for services and materials will be generated by the circle office's procurement cell.
- The circle office's Store Incharge will act as the consignee for all materials. If preferred, the Store Incharge may designate any BA custodian to receive materials in Circles SLOC.
- Once materials are received, upon notification from the custodian or after obtaining necessary documentation from the vendor, the Store Incharge will carry out Material Goods Receipt (MIGO) within the SAP system.

**Inventory Distribution Process:**

- In this centralized system, any BA requiring inventory will submit a request to the Circle Office.
- The Circle Office, acting as the central hub for inventory, will then issue the required materials from its designated SLOC within the respective BA.
- If necessary, the Circle SLOC Incharge can perform material transfers between different SLOCs under their jurisdiction to optimize distribution.

**Additional Information Required:**

- To streamline this process effectively, we kindly request following information from your end.

**Template for Circle level Centralisation of Inventory (Template A)**

Sr.	Circle Name	Circle Code	Circle L2 Position ID	Circle SLOC_IC 1	Circle SLOC_IC 2

**Template for Circle level Centralisation of Inventory (Template B)**

Sr.	Circle Name	Circle Code	BA Code	Circle SLOC (of BA)	Custodian (Circle SLOC)	BA L1 Position ID	BA Main SLOC (BA)

- CNTX Circles which have large BAs may have multiple SLOCs within a single BA.
- Providing this information will enable us to authorize officers accordingly for their roles in this consolidated system.

You are requested to submit the template at the earliest.

Ashutosh Gupta  
OSD to Dir(Ent)

Copy to:

- Dir(Ent) BSNL Board for info pl.
- PGM (PF),GM(MM) Corporate Office for info pl.
- CGM (ITPC), Pune for info pl.
- PGM(NDC), Chandigarh, to participate in the deployment.