

**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt of India Enterprises)  
O/o CGMT Mh. Circle, BSNL Admin Bldg, 6<sup>th</sup> Floor, 'C' Wing,  
Juhu Danda Road, Santacruz (West), Mumbai-400 054

**To**  
The Internal Finance Advisor  
% P.G.M.T/GM/TDM/TDE of Mh.Circle  
CAO (Budget)% CGMT Mumbai:-54  
AO % C.T.O Mumbai-1  
AOs of All Civil/Electrical Divisions of MH. Circle  
AO (F&A)/ AO (Claims) % C.G.M.T Mumbai:-54

F/CA-II/GSLI/CORR/46


DATED. 7-7-2012

Sub:- Cheques from SSAs without policy number to LIC of India.

With reference to the above subject, it has been constantly observed by the LIC of India that many SSAs are sending cheques without mentioning the Master Policy Number. Due to this sheer negligence it becomes very difficult for the LIC of India to trace out the SSA from which the cheque has been dispatched. For instance an amount of Rs.608790/- vide RTGS is lying with the LIC of India without any details.

Hence you are requested to intervene personally and instruct the concerned officer while making the monthly payment to the LIC of India, to write the Master Policy Number of the SSA on the other side of the cheque without fail. Payment made through RTGS, Master policy number, amount and other relevant details may be furnished through email vide email id [reshma.hadkar@licindia.com](mailto:reshma.hadkar@licindia.com) and [ms\\_salian@licindia.com](mailto:ms_salian@licindia.com) Phone number is 022-66599109 and 022-66599110.

**THIS MAY BE TREATED AS MOST IMPORTANT AND URGENT.**

  
CHIEF ACCOUNTS OFFICER (CA-II)  
BSNL, Mh.Circle, Mumbai:-54