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Bharat Sanchar Nigam Limited
(A Govt of India Enterprises)
CORPORATE OFFICE, SEA SECTION

Annexure - E

7th Floor, Bharat Sanchar Bhawan, New Delhi - 110001

No. 1-5/2010-SEA BSNL(Pt.IV)
Dated 17th April, 2018

To

The Jt. General Manager(Rectt.),
BSNL, Room No.223,
Eastern Court,
New Delhi-110001.

Sub:- Recruitment/Selection of Executive Directors (Internal Audit and Corporate Planning) in BSNL.

Kindly refer to your office letter No.32-1/2016-Rectt. Dated 05.02.2018 on the above subject. As desired, the revised job description for the posts of E.D.(Internal Audit and Corporate Planning) is mentioned below:-

A. Internal Audit.

S.No.	Activities
1	Supervision & monitoring of Internal Audit Inspections (Proprietary items), carried out by Internal Audit team of CO, BSNL. Preparation of report and compliance thereof in respect of Territorial/Non-territorial Circles and their SSAs.
2	Liaisoning with respective Nodal PGMs/Sr.GMs/GMs in CO BSNL for submission of DAP/C&AG/PAC/COPU reply and Performance Audit Reports on the working of BSNL and timely submission of final reply to Audit for acceptance.
3	Appointment of Chartered Accountants as Internal Auditors and review reports thereof in respect of all Circles on quarterly basis.
4	Audit Committee & BSNL Board meeting agenda preparation, pursuance and compliances of their directions. Compilation of data related to Audit paras etc. for appraisal of Audit Committee of BSNL Board.
5	Monitoring of Adhoc Audit Committees Quarterly Reports received from all the Circles in regard to efforts made for settlement of P&T Audit Objections.
6	Supervision & monitoring of Internal Financial Controls under clause (1) of sub-section (3) of Section 143 of Companies Act, 2013.
7	Audit Committee meeting compliances.

B. Corporate Planning.

S.No.	Activities
1	Creation of annual financial plan for the company across all business units support functions by liaisoning with PGM (Corporate Planning & Monitoring).
2	Business planning, forecasting and capex/opex budgeting.
3	Matters pertaining to Financial Control.
4	Sourcing avenues for financing of projects.
(i)	Specification of funding schedules and timelines.
(ii)	Milestones for release of payments.

This has issued with the approval of Director (HR).

(S.D. Jhingan)

Deputy General Manager (SEA)