No. 100-9/2018-STG-I
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhavan, 20 Ashoka Road, New Delhi-1
(STG-I Section)

Dated the 31 May, 2019

OFFICE MEMORANDUM

Subject: List of the officers of the level of Under Secretary and above to attend the Independence Day Celebration – reg.

The undersigned is directed to refer to the G-II Section's letter No. 1-11/2018-G-II dated 28.05.2019 and to say that all ITS officers of STS/JAG/SAG/HAG/HAG+ level, working in DoT(Hq.)/Delhi LSA are requested to fill in their information in the prescribed performa (attached herewith) applicable to them and submit the same to STG-I section latest by 7th June, 2019 as the same is to be compiled and forwarded to G-II section. Performas received after 7th June, June, 2019 will not be entertained.

Encl: As above

(Ajay Kumar VR) Under Secretary to the Govt. of India

To:

All ITS officers of DoT/Delhi LSA through website of DoT/e-Office.

PROFORMA

(In respect of under Secretaries and above) (To be furnished in quadruplicate)

			the Govt. of	Secretaries to	ficers of the rank of	(*) This is required in respect of officers of the rank of Secretaries to the Govt. of	(*) This is requ
			*				
				E			
(8)	(7)	(6)	(5)	(4)	(3)	(2)	(<u>1</u>)
Residential Address	Married/ Unmarried	Official address showing the place of posting	Basic Pay	Pay Level	Date of continuous appointment in the grade (*) & place in the TOP(Article No.)	Name	Designation
							Office
		ion of office	Full address & location of	Full add)eptt	Ministry/Deptt.

arrangements.

position in the Table of Precedence, which will be the base for making seating simultaneously to enable them to issue authenticated list of persons as per their

Tel.No. (Office)...... (Res).....

Designation:....

Name (in Block letters):.....

Signature of the officer forwarding the list.

PROFORMA FOR E-INVITATION

(In respect of Head of Missions sitting on the Rampart)

Office							,
Name	Designation	Official address	Marital Status	Residential Address	Official E-mail ID	Official Mobile Phone number	Photograph (to be pasted)
					(NIC/Govt. issued ID)	(for delivery of messages in	
						respect of issue	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		• 5					

Note: A copy of this shall be sent to the e-mail ceremonials-mod@gov.in

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kb in jpg format and it should be renamed on the name and designation of the dignitary, eg. dignitary with name abc and designation xyz, Scanned photograph of the dignitary may also be sent separately to the his/her scanned photograph should be renamed as abcxyz.jpg. above mentioned email. Size of the photograph should be less than 20

Tel.No. (Office) (Res)(Res)	Designation:	Name (in Block letters):	Signature of the officer to warding the list.

In respect of Public Sector Undertakings/Autonomous Bodies located in Delhi)
(To be furnished in quadruplicate)

Vinistry/Deptt.			Fu	Full address & location of office	າ of office		
lame	Designation	Pay Level	Basic Pay	Status of officer as equivalent to officers in the Administrative Ministry concerned.	Official address showing the place of posting	iddress Married/ the place Unmarried	Residential Address
(1)	(5)	(5)	/ / /	FFY			
(1) Certified that	the status of	officers ind	icated in C	(1) (2) (3) (4) (5) (5) (7) (6) (7) (7) (7) (7) (7) (7) (7) (7) (7) (7	(6) Signature of	(7)	6) (7) (8) nature of the officer forwarding the list.
Certified that	the status of	officers ind	icated in C	ol.5 is correct"	Signature of the officer for Name (in Block letters): Designation:	the officer to	forwarding the list.
<u>.</u>	(Seal & Signature of Dy. Secy.	(Seal & Signature of Dy. Secy.	y. Secy.	<u>5</u>	Tel.No. (Offi	ce)	Tel.No. (Office) (Res)(Res)

PROFORMA

(In respect of Chairman, Members and officials concerned with Commissions/Committees)

(To be furnished in quadruplicate)

	(*) This is "Certified th	Note: In case position indicate	<u>-</u>		Name	Ministry/Deptt. Office
(Se	required only in at the statu	In case a person held a position held by him to indicated in column (7)	. (2)	(2)	Designation	ptt
(Seal & Signature of Dy. Secy.	(*) This is required only in respect of officers of the rank of Addl. Secy. & above. "Certified that the status of officers as indicated in Col.No.6 is correct"	In case a person held a rank in the Table of Precedence at any time, the position held by him together, with the rank and the period may also be indicated in column (7) .		(3)	Date of continuous appointment in the grade(*)	
of Dy. Sec)	icers of the as indicat	able of Pre ne rank an		(4)	Pay Level	
	e rank of A ed in Co	scedence a d the perio		(5)	Basic Pay	FUII a
	ddl. Secy. & al l.No.6 is corre	t any time, the od may also be		(6)	Status of officer as equivalent to officers in the Admin. Ministry concerned.	Full address & location of o
Tel.		Sigr		(7)	Whether figuring in the Table of Precedence	
Tel.No. (Office)	Name (in Block letters): Designation:	Signature of the officer forwarding the list		(8)	Official address showing the place of posting	
	tters):	officer forwa		(8)	Married/ Unmarried	
(Res)		ırding the lis		(10)	Residential Address	

Tele:

PROFORMA FOR E-INVITATION

(In respect of dignitaries featuring in the Table of Precedence from Article No. 1 to 20)

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(1)	Name
(2)	Designation
(3)	Official address
(4)	Marital Status
(5)	Residential Address
(6)	Official E-mail ID (NIC/Govt. issued ID)
respect of issue of e-invitation)	Official Mobile Phone number (for delivery of
(8)	Photograph (to be pasted)

Note: A copy of this shall be sent to the e-mail ceremonials-mod@gov.in

of the dignitary, eg. dignitary with name abc and designation xyz, Scanned photograph of the dignitary may also be sent separately to the above mentioned email. Size of the photograph should be less than 20 his/her scanned photograph should be renamed as abcxyz.jpg. kb in jpg format and it should be renamed on the name and designation

(Res).	
	esignation:
	lame (in Block letters):
forwarding the list.	representation the officer forwarding the list.

PROFORMA FOR E-INVITATION

(In respect of Secretaries to the Govt. of India and their equivalents, Lt. General and their equivalents and Additional Secretaries to the Gov of India)

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Ministry/Deptt			Full addre	Full address & location of office	f office				
Office								•	
Name Designation	Date of	Pay	Basic Pay	Official	Marital	Residential	E-mail ID	Mobile Phone	מעי מחלים
	continuous appointment	Level		address showing the	Status	Address	issued ID)	(for delivery	(to be
	in the grade			place of				of messages	pasted)
	(*) & place in			posting				in respect of	
	TOP(Article							invitation)	
	No.)								
(1) (2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	$\frac{1}{1} \frac{1}{1}$
(*) This is required in respect of officers of the rank of Secretaries to the Govt. of India, their equivalent and above. The details of such persons, i.e., name, designation, scale of pay/pay, Article No. and date of entry into the article of the meaning of the management of the m	of officers of the above. The de y, Article No. an	rank of Stails of sud date of	ecretaries to lech persons, entry into the	he Govt. of i.e., name, le article of ic Section)	Sig	Signature of the officer forwarding the list.	officer forwa	arding the list.	
simultaneously to enable them to issue authenticated list of persons as per their position in the Table of Precedence, which will be the base for making seating	to enable them to issue authenticated list of persons as per their Table of Precedence, which will be the base for making seating	nticated lis	st of persons base for mak	as per their ting seating	Na	Name (in Block letters):.	letters):		
arrangements.					De	Designation:			
Note: A copy of this shall be sent to the e-mail <u>ceremonials-mod@gov.in</u> Scanned photograph of the dignitary may also be sent separately to the	be sent to the ele dignitary ma	-mail <u>cere</u> y also be	monials-mo	d@gov.in tely to the	Te	Tel.No. (Office)		(Res)	
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his/her scanned photograph should be renamed as abcxyz.jpg.

PROFORMA(In respect of President/Secretaries of Staff Councils)
(To be furnished in quadruplicate)

(4)	(3)	(2)	(1)
Residential Address	Married/ Unmarried	Post held in the Staff Council	Name & Designation

Tel.No. (Office)..... (Res)..... (Res)