

**No. 42-4/2020 - G. I**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(General-I Section)**

20, Ashoka Road, Sanchar Bhawan,

Dated: 10/6/2020

**CIRCULAR**

**Sub: Surrendering of Office Room, equipment, furniture etc on transfer/ deputation/ retirement etc. of the officers posted in DoT .**

General Administration Division ( G.1) Section is the custodian of all office accommodation in DoT Hqrs in Sanchar Bhawan, MTNL Building, Minto Road ( 6<sup>th</sup> and 2<sup>nd</sup> Floor) and UIDAI Building (2<sup>nd</sup> Floor). The Section also provides most basic facilities to enable offices to function in the form of furniture, office equipment, Telephone instruments, hot case, heater, kettles etc.

2. Upon vacation of the allotted rooms / spaces, officers are required to leave the workspace intact with all furniture, fittings, equipment etc in place. It has however, been seen that often officers unauthorisedly remove furniture, equipment etc to their new location within the building. Further the keys to the room, if in the custody of the officer, are not returned to General Section / Care taker but unauthorisedly passed to other officers also they occupy the room without proper allotment.

3. It is reiterated that upon transfer/ retirement etc leading to vacation of the room(s) the keys to the room, along with inventory of items issued by General Administration shall be handed over to General -1 Section / Care taker under acknowledgement. Concerned Establishment section should invariably endorse a copy of the transfer / retirement/ relieving orders etc to General Administration.

4. If transferred to another location within the building, any officer wishing to shift any of the furniture etc. to the new location, shall do so only after the clearance of General – 1 Section. Unauthorized removal/ shifting of any item shall be viewed seriously. In case of retiring officers / officials transferred outside DoT Hqrs, non-adherence to these instructions may result in non-issuance of No Dues Certificate.

5. This issues with the approval of DDG(C&A).

  
(Nithali Ram)

Under Secretary (T)  
Ph-23036300

To,

1. All the officers / officials of DoT
2. To be uploaded on DoT website and E office.