

PROFORMA for Provision of service telephone facilities for DoT officers/officials

Part – I

Sr. No.	Particulars of officer for whom service telephone facilities are required (Attached relevant supporting documents)	
1.	Name	
2.	Present post and posting	
3.	Level of Officer (i.e. group “B”, JTS/STS/JAG/SAG etc.)	
4.	Period of deputation (if the post is held on deputation basis)	
5.	Residential address	
6.	Office address	
7.	Service telephone facilities presently working (if any)	
8.	Previous posting with details and present status of service Telephone connections sanctioned for previous posting	RSTC No.: GSM No.: DATACARD No.: BROADBAND No.: OTHERS(IF ANY):
9.	Transfer orders (in case of transfer, if any)	
10.	Name of previous incumbent with details and present status of office service telephone connection sanctioned for him/her (in case of office service telephone facilities)	

Part – II

Sr. No.	Service telephone connections required (In case of none entitled officials or additional facilities request shall accompanied by approval/recommendation and Justification of Head of Unit)	
1.	Office service telephone connection (as per entitlement)	
2.	GSM service connection (as per entitlement)	
3.	Residential service telephone connections along with service FTTH/broadband connection (as per entitlement)	
4.	Service data card connection (as per entitlement)	

Signature of Forwarding Officer
(NAME and SEAL)

Signature of Officer/official
Contact No. :