

**MOST IMMEDIATE**

No.100-6/2013-STG-I  
Department of Telecom  
(STG-I Section)

Dated, the 15<sup>th</sup> October, 2013

**OFFICE MEMORANDUM**

Subject :- Republic Day Celebration, 2014 - Issue of Invitation Cards - reg.

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The undersigned is directed to request you to furnish the requisite information in the enclosed prescribed proforma. The information is required for further transmission to Ministry of Defence for issuing Invitation Cards for Republic Day Celebrations - 2014.

The requisite information may be made available to STG-I Section, Room No.419, Sanchar Bhavan, immediately.

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

Encl.: a/a



(N.C. Ekka)  
Section Officer(STG-I)  
2303 6790.

To

- i) Advisor(O) / (T)
- ii) Sr.DDG(TERM) / (USOF), DoT(Hq.);
- iii) All DDsG/Directors/ADGs;
- iv) DDG(TERM), TERM Cell, Delhi;
- ✓ iv) Director(IT) with a request to upload said letter on DoT website.

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

Ministry/Deptt. .... Full address & location of office .....

Office .....

Designation	Name	Date of continuous appointment in the grade (*) & place in the TOP (Article No.)	Scale of Pay (Rs.)			Official address showing the place of posting	Married/ Unmarried	Residential Address	Would opt to sit on North or South of Rajpath(**)
			Revised pay band	Pay in the pay band	Grade Pay				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

\* 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 Table of Precedence may please also be furnished to MHA(Public Section) 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 arrangements.

\*\* Should not be left unfilled.

(Signature of the officer forwarding the list)

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

Designation:.....

Office Address:.....

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