

**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY**  
**DEPARTMENT OF TELECOMMUNICATIONS**  
**20, ASHOKA ROAD, SANCHAR BHAWAN**  
**NEW DELHI – 110 001**

No. 41-4/TA-II/SCT/2014/4612 to 4694

Dated 07/11/2014  
11.11.2014

To,

The JS (Admin)/DDG(C&A)/All Pr.CCA/CCA  
All Heads of TERM Cells/ All Heads of WMS Units / All Heads of RLO Units  
Sr. DDG, TEC, New Delhi  
Director General, NICF  
Director, TDSAT

Sub: Issue of Letter of Authority (LOA) – reg.


It has come to notice that various offices of DoT are issuing Letter of Authority (LoA) to Department of Supply and Ministry of Information & Broadcasting (DAVP) without endorsing a copy of the same to the Accounts Wing resulting in non-reconciliation & non- verification of expenditure booked by Department of Supply & DAVP.

It is therefore, requested to provide monthly details of Letters of Authority (LoA) provided to Department of Supply and Ministry of Information & Broadcasting (DAVP) by 15<sup>th</sup> of the month following which the LOA is released in the following proforma to Director (Accounts-I), DoT (HQ).

Si. No.	Details of Letter of Authority (LOA)	Amount of LOA	Head of Accounts	of	Date of Payment	Amount Paid

It may also be intimated whether utilisation of the LoA issued by your office are being confirmed from the agent Ministries and recorded in your books, if so, the copies of the same may be sent to this office for reconciliation and verification of expenditure at the HQ level. In case there is no payment in a particular month a "NIL" information may be sent to this office addressed to Director (Accounts-I), 709, Sanchar Bhawan, New Delhi or sent through e.mail: at [telacs2@gmail.com](mailto:telacs2@gmail.com) or [dir-accs1-dot@nic.in](mailto:dir-accs1-dot@nic.in)

This issues with the approval of DDG (Accounts).



(Gp. Capt. Vivek Trivedi)  
Director (Accounts-I)  
Ph. 23036511  
E-mail. [dir-accs1-dot@nic.in](mailto:dir-accs1-dot@nic.in)

Copy to: 1. PPS to Member (F)

2. PPS to AS (T)

3. PPS to Advisor (F)

4. PPS to Sr. DDG, Term Cell

5. Director (Accounts-II), DoT (HQ), for providing schedule in respect of LOAs issued.

6. Director (IT) to place it on DoT website.

for information.

