

Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
1205, Sanchar Bhawan, 20 Ashoka Road, New Delhi-1  
\*\*\*\*\*

No. 3-1/2013-PHP

Dated: 12<sup>th</sup> February, 2013

CIRCULAR

Sub:- Guidelines on Provision of Office telecom facilities and Residential Service Concessional telecom facilities for Officers/Officials of DoT.

Orders/Circulars regarding Office telecom facilities and Residential Service telecom facilities sanctioned to Officers/Officials of DoT have been issued by PHP Branch from time to time. Several orders on the subject were also issued by erstwhile PHA Branch of DoT. The consolidated entitlements for the various levels of officers/officials are given in the enclosed Annexure.

All the Units of DoT and field offices such as TEC, TERM Cells, CCA offices and WPC are requested to forward the applications for sanction of the telecom facilities in accordance to the entitlement of the officer.

  
(A.K. Verma)  
Director (PHP)  
Tel. No. 2303 6028

To.

1. The Chairman-cum-Managing Director, MTNL, New Delhi
2. The Chairman-cum-Managing Director, BSNL, New Delhi
3. All CGMs, Telecom Circles
4. All Heads of Telecom District

Copy to:

1. PS to Hon'ble MOC & IT/Hon'ble MOS C&IT (D)/Hon'ble MOS (C&IT) (KK)
2. PPS to Secretary (T)
3. PPS to Member (S)/Member (F)/Member (T)
4. Addl. Secretary (T)/Administrator (USO-F)/Advisor (O)/Advisor (F)/Wireless Advisor (WPC)
5. All Sr. DDGs/All JSs/Legal Advisor
6. All CCAs/TERM Cells/Electrical & Civil Wing/WMO
7. All JAG level officers of DoT
8. PHP-I Section / G.I Section
9. Spare Copy / Guard File

No. 3-1/2013-PHP

**I. OFFICE SERVICE TELECOM FACILITIES**

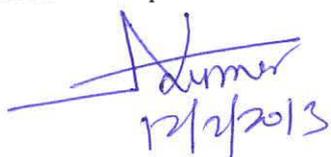
A. Telecom facilities will be provided to Hon'ble Minister of Communications & IT and Hon'ble Ministers of State (Communicatons & IT) and their offices in accordance to the demand raised by them.

B. Telecom Facilities to DoT Officers/Officials.

<b>Level of Officers/Officials</b>	<b>Details of Telecom Facilities provided</b>
Each officer of the level of Sr. DDG/AS and above	(i) One three digit PAX connection. (ii) One four digit EPABX connection with 1+1 instrument. (iii) One listed Service Telephone Connection with STD/ISD facilities with 1+1 instrument. (iv) One Unlisted Service Telephone Connection with STD/ISD facilities (v) One GSM Mobile Service Connection (with 3G, STD/ISD, National and International roaming facilities). (vi) One Data Card (with 3G, STD/ISD, National and International roaming facilities)
Each officer of the level of DDG/JS	(i) One three digit PAX connection. (ii) One four digit EPABX connection with 1+1 instrument. (iii) One listed Service Telephone Connection with STD facility with 1+1 instrument. (iv) One GSM Mobile Service Connection (with 3G, STD and National roaming facilities). (v) One Data Card (with 3G, STD/ISD, National and International roaming facilities)
Each officer of the level of Dir./Dy. Secretary	(i) One three digit PAX connection. (ii) One four digit EPABX connection with 1+1 instrument. (iii) One listed Service Telephone Connection with STD facility with 1+1 instrument. (iv) One GSM Mobile Service Connection (with 3G, STD and National roaming facilities). (v) One Data Card (with 3G, STD and National roaming facilities)
Each officer of the level of ADG/Under Secretary/ADE	(i) One four digit EPABX connection . (ii) One listed Service Telephone Connection with STD facility (iii) One GSM Mobile Service Connection (with STD, all India roaming and GPRS facilities).
Group 'B' (Gazetted)	(i) One four digit EPABX connection . (ii) One GSM Mobile Service Connection (with STD, all India roaming and GPRS facilities).
Additional facilities for officers in TERM Cells: (i) DDG/Director	(i) One Unlisted DEL with STD & ISD facility (ii) ISD facility on Mobile.

**Notes –**

1. Internet in Office will be provided through Local Area Network (LAN) with leased line connectivity. However, Broadband connections at appropriate speed with unlimited data download facility will be sanctioned on functional need basis.
2. All Landline Service Telephone Connections will be provided with CLI facility.



12/2/2013

## II. RESIDENTIAL SERVICE TELECOM FACILITIES

- A. Telecom facilities are provided to Hon'ble Minister of Communications & IT and Hon'ble Ministers of State (Communications & IT) and their residences in accordance to the demand raised by them.
- B. Telecom Facilities to DoT Officers/Officials.

Level of Officers/Officials	Details of Telecom Facilities provided
Each officer of the level of Sr. DDG and above	(i) One listed Residential Service Telephone Connection (RSTC) with STD/ISD facilities. (ii) One Unlisted RSTC (with & STD/ISD facilities). (iii) One Broadband Service Connection on Unlisted RSTC.
Each officer of the level of DDG/JS	(i) One RSTC (with STD/ISD facilities). (ii) One Broadband Service Connection on RSTC.
Each officer of the level of Dir./Dy. Secretary	(i) One RSTC (with STD facility but ISD barred). (ii) One Broadband Service Connection on RSTC.
Additional facilities for officers in TERM Cells: (i) ADG (ii) ADE	(i) One RSTC (with STD facility but ISD barred). (i) One RSTC (with STD facility but ISD barred).

A handwritten signature in blue ink, possibly reading 'Juma', is written over the date '12/2/2013'. The signature and date are written in a cursive style.

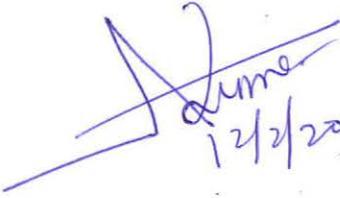
### III. GUIDELINES FOR PURCHASE OF MOBILE HANDSETS

Following are the revised ceiling limits for the purchase of mobile handsets, with immediate effect:-

- |   |     |                    |
|---|-----|--------------------|
| (a) Officers of the rank of JAG and above   | --- | Up to Rs. 15,000/- |
| (b) Entitled Officers/Officials upto the rank of STS                                      | --- | Upto Rs. 4,500/-   |
| (c) Non entitled officials sanctioned Service<br>mobile connection due to functional need | --- | Upto Rs. 4,500/-   |

The above ceiling limits are subject to following terms and conditions:-

- (i) Mobile handsets may be purchased by the eligible officers/officials once in three years as per above entitlement.
- (ii) Claims, in prescribed proforma may be submitted to G-1 Section, DoT/TEC/TERM and CCA Office for reimbursement.
- (iii) The responsibility of repair, replacement, warranty, guarantee, theft, quality, features etc lies with the user.
- (iv) The officer/official getting retired/transferred is allowed to retain the mobile handset.

  
12/2/2013