

No. 16-23/2004-O&M  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
(O&M Section)

Room No. 516, Sanchar Bhawan,  
Dated: May 13, 2008

OFFICE ORDER No. 16 of 2008

Subject: Allocation of work to AS (T).

AS (T) will be in charge of the following work in the Department of Telecommunications:

- (i) All matters relating to administration of Department of Telecommunications. In this work, AS (T) will be assisted by DDG (C&A) for general administration, Coordination, IT Cell, O&M and parliamentary work.
- (ii) JS (A) will assist AS (T) for all establishment matters relating to general services (such as IAS, CSS and WPC).
- (iii) JS (T) will assist AS (T) on all work relating to the subjects allocated to JS (T).
- (iv) AS (T) will also act as Secretary (Telecom Commission) and would be responsible for all matters relating to commission such as holding of meetings, preparation of minutes and follow up action.
- (v) Legal Advisor in the DOT will also report to AS (T) with regard to court cases and legal matters.

2. This issues with the approval of the competent authority in the Department of Telecommunications.

  
(S.L. Negi)

Dy. Secretary to the Government of India  
Tel. No. 23036225

245/DCS-101  
15/5

To

1. Member (T)/Member (S)/ Member (F).
2. AS(T)/Administrator, USO Fund/All Advisors.
3. Sr. DDG (TEC)/Sr. DDG (Vig.)/JS(T)/JS(A)/DDG (C&A).

ADG (IT-2)  
R

4. All DDsG of DoT.
5. Director (T) & All Deputy Secretaries of DoT.
6. Dir (IT) for uploading in the DOT website.

**Copy to:**

1. PS to Hon'ble MOC&IT/PS to Hon'ble MOS (C&IT).
2. PS to Secretary (T).
3. PS to Addl. Secretary (T)/PS to Administrator USO Fund.
4. All Section in DoT.
5. US (Admn-I), US (Admn.II/IV), US (Admn.II).
6. Guard File.