

Proforma for sending a proposal to the Printing and Stationery Department, for the installation of telephone(s) to be signed by the Administrative Secretary.

1. Name of the Department.
2. Name and class of the post.
3. Pay scale of the post.
4. Date of creation of the post.
5. Date of filling of the post.
6. If filled more than six months back, how this officer was managing without a telephone for this period.
7. Whether telephone required in the office or residence or both in office and residence.
8. (a) Estimated expenditure  
(b) Whether funds have been provided in the current year's budget.
9. Whether telephone(s) required under special scheme or general scheme.
10. Whether the proposal was rejected by the printing and Stationery Deptt. in the past, if so, copy of the proposal be enclosed.
11. Why is it not possible to manage with an extension from one of the existing telephones.
12. Name of post(s) of equivalent status in the department where telephone has been allowed.
13. Name of post (s) of equivalent status in the department where telephone has not been allowed.
14. Detailed justification.

Signature \_\_\_\_\_  
Administrative Secretary.

Note:- Proposals regarding the sanction of extension from a telephone retention of telephone on retirement/earned leave/transfer etc. beyond the normal permissible limit, waiving of advantages of excess calls etc. He should be forwarded after seeking approval from the Administrative Secretary.