

APPLICATION FOR FREE SERVICE TELEPHONE (RESIDENCE)

1. Name & Designation of the officer requesting for free Service connection (Office/Residence) (Personal request letter is to be enclosed) :
2. Whether the request is for a telephone with/without STD facility :
3. Whether it is a new post or since when the post or office is existing. How it has been managed without a phone so far :
4. If joined in the existing post. The name and Telephone connection number of his predecessor :
5. Whether the officer is on officiating or regular Promotion :
6. If on regular promotion/ transfer whether the RSTC at previous place was closed (proof of closure to be submitted) :
7. If officiating previous place of working and the RSTC number at the place. :
8. Is the request is for converting the private residential phone into service phone. :
9. Full justification for providing the proposed connection :
10. Is the request for a direct line or extension to existing Connection. :
11. Remarks :

Signature & Designation of
Officer sending the proposal

Specific Recommendations of the Head of the Office/
General Manager Concerned