



CALCUTTA TELEPHONES

PROFORMA FOR SERVICE TELEPHONE CONNECTION

(Score out items which are not applicable)



Sanction of the GM()// Circle is hereby conveyed for the under mentioned Work/Works

Name of the Officer/Official Office	Designation	Phone for office/Residence	Telephone no. if any
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Item No. I NEW CONNECTION/CONVERSION

Address of Instn. (falls under which Exch. & CO)	Unit of Posting	Circle	Remarks
			1. Whether the post is old or new? 2. If old, the particulars of old incumbent. (a) Nlnac (b) Telephone No. (c) Resi Address 3. Telephone sanctioned in capacity in CTD with address. 4. If conversion from Private/SE to service copy of last paid bill is necessary.

Item No. II SHIFTING DUE TO CHANGE OF RESIDENCE

Unit of Posting	Previous Resi Address	Present Resi Address

Item No. III REGULARISATION DUE TO CHANGE OF POST

Present Post & place of Posting	Previous Post & Place of Posting	Particulars of old incumbent of present post
		a) Name b) Telephone No. c) Resi Address
Service Telephone sanctioned in his name in any capacity in CTD	a) Telephone No b) Resi Address	

Item No. IV RETENTION IN PRIVATE CAPACITY DUE TO RETIREMENT/TRANSFER

Date of release/retirement	Last Post held	Basic pay at the time of retirement	Present Place of Posting	Resi Address.

Item No. V DISCONNECTION DUE TO RETIREMENT/TRANSFER

Name	Tel No.	Designation	Place of Posting	Resi Address.

Item No. VI

STD/NON-STD/TEMPORARY PERMANENT/NON-DIRECTORY/CASUAL	
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- Indicate the exch Code & Area CO (in case of New Connection and shifting)
- Memo No. dt.

Signature of Conveying authority
With office seal

Copy to AGMiC

CALCUTTA TELEPHONES

APPLICATION FORM FOR SERVICE MOBILE TELEPHONE CONNECTION



NAME OF OFFICIAL	DESIGNATION	PSTN NO.
		OFFICE
		RESIDENCE

ITEM NO. I. NEW CONNECTION

ADDRESS OF OFFICE	ADDRESS OF RESIDENCE	UNIT OF POSTING WITH NAME OF CIRCLE	REMARKS
			1. WHETHER THE POST IS OLD OR NEW 2. IF OLD, PARTICULARS OF EARLIER OFFICERS A. NAME: B. MOBILE NO. IF ANY: C. WHETHER THE MOBILE HAS BEEN SURRENDERED?

ITEM NO. II REGULARISATION DUE TO CHANGE OF POST

PRESENT UNIT OF POSTING WITH NAME OF CIRCLE	PREVIOUS POST, UNIT & CIRCLE	PARTICULARS OF THE EARLIER OF THE PRESENT POST
	MOBILE NUMBER IN OLD POST	A. NAME: B. DESIGNATION: C. MOBILE NO. (IF ANY) D. WHETHER THE MOBILE HAS BEEN SURRENDERED?

ITEM NO. III DISCONNECTION DUE TO RETIREMENT/TRANSFER

NAME	MOBILE NO.	DESIGNATION	PLACE OF POSTING	OFFICE ADDRESS

ITEM NO. IV MANDATORY FIELDS FOR ITEM I & II

LOCAL	STD	ISD	ROAMING	PERMANENT	TEMPORARY	IF TEMPORARY, PERIOD OF CONNECTION

SIGNATURE OF THE APPLICANT

SIGNATURE OF THE CONTROLLING OFFICER
WITH OFFICE SEAL
(NOT BELOW THE RANK OF DGM)

Note : All connection holders are required to regularize the connection, in case of his/her transfer or promotion within Calcutta (any circle). In case transfer outside Calcutta or retirement from service, he/she will have to surrender the connection to DE(NS) with intimation to AGM(Commercial)

Copy to GM(CR), Calcutta Telephones

Encl: Approval of concerned GM or concerned circle CGM of the applicant is not from Calcutta Telephones