

N.B.: Please make All entries in BLOCK LETTERS. Indicate choice by TICK MARK.

APPLICANT IS	<input type="checkbox"/> Retired Employee	<input type="checkbox"/> Spouse of retired & deceased Employee	<input type="checkbox"/> Spouse of employee who died in harness
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1. Applicant's Option (Tick one)

- a) Conversion of Service Phone. Give Phone No. _____
- b) Conversion of Service Employee Phone No. _____
- c) Conversion of Private Capacity Phone No. _____
- d) First connection on concessional category . Give nearest Phone No. _____

2. Details of the Applicant .

Shri /Smt/ Md.	_____
FULL NAME	_____
SEX	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

Affix a self attested photograph (1.6 "x 1") of the Applicant

3. Address of the Applicant

Block / Premises No.	_____
Street/ Village Name	_____
P.O. / District	_____ PIN : _____

4. Particulars of Service of the concerned retired Employee.

Full name of concerned retired employee		_____	
Employee's Father / Husband's Name		_____	
Date of Retirement / Death	/ / dd mm yyyy	If Deputation in DOT/DTS/MTNL TCIL / BSNL etc.	From - / / (dd/ mm/ yyyy) To - / / (dd /mm/ yyyy)
Length of continuous service in DOT /DTS / MTNL / BSNL		(completed years)	
Staff No. (If any):	_____	Type of Retirement	Supperannuation / Voluntary / Invalidation / Death
Grade of Last Post held by the Retired employee		Group - A / Group - B / Group - C / Group - D	
Designation at the time of Retirement	_____	Unit attached last.	_____
Retired from Telecom Circle / District		_____	
Designation of Controlling Officer		_____	
Pension Payment Order (P.P.O.) No.		_____	
Name & Address of PPO Issuing Authority		_____	
Name & Address of Pension Disbursing Authority.		_____	

5. Employment on Compassionate Ground :

YES NO

If YES, whether the applicant is enjoying concessional phone facility as spouse of the deceased Employee ?

YES NO

6. DECLARATION

I hereby declare that the information furnished above is correct to the best of my knowledge. I shall abide by the Indian Telegraph Act, 1885 and The Indian Telegraph Rules, 1951 as amended from time to time.
 I further declare that I have not already availed / applied for the concessional phone facility of retired employee.

Date :

(Signature of the Applicant)
Contact No.

7. List of Supporting Documents Attached :

- a) Attested copy of the PPO Book in favour of the Applicant with Bank Pass Book if pension drawn from any Bank.
- b) Attested copy of Document (Service Certificate) in support of length of service & Group in DOT / DTS / MTNL / BSNL of the concerned retired employee.
- c) Attested copy of the last phone bill – only in case of item 1(b) & 1 (c) , For 1 (a) I) AGM(c)'s retention order & ii) CO's Private Work Order.
- d) In case of spouse applying after the Employee having died in harness, please submit affidavit that the spouse has not re-married.
- e) "No phone bills dues certificate" Issued by Concern AOTR (Area). **And** attested copy of Last Telephone Bill.