



Letter No.7383/08-1  
Public(Telephones.I)Department  
Secretariat, Chennai-9  
Dated: 21.02.08.

From

Thiru D. Jothi Jagarajan, I.A.S.  
Secretary to Government

To

All Departments of Secretariat, Chennai 9  
(Including Legislative Assembly Secretariat, Finance and Law)  
All Heads of Departments

Sir/Madam,

Sub: Telephones – Prior intimation of the date of retirement of officers to Government to disconnect the residential telephones in time – Instructions – Reiterated

Ref: Govt. Circular No. 80890/91-1, Public(Telephones.I) Department, dated 7.11.1991

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I am directed to state that in the references cited instructions were issued to all the Departments of Secretariat/Head of Departments to send proposals for the disconnection of the Government telephone provided at the residence of officers under their administrative control (who are due to retire) **at the first week of the month of retirement of the officers concerned.**

2. **In spite of these instructions many Departments of Secretariat as well as the Heads of Departments send proposals for disconnection of the telephones of retiring officers only after the date of retirement of the officers.** Therefore, the telephones could not be disconnected on the dates of retirement of officers. Consequently, the Government telephones continue to work at the residence of the retired officers without proper sanction order and the Departments of Secretariat/Heads of Departments in which the officers were working before their retirement have to face the burden of collecting the rental and call charges from the retired officers for retaining the Government telephone at their residence after their retirement, which result in embarrassment between the Government and the retired officers.

3. All Departments of Secretariat/Heads of Departments are, therefore, once again requested to send proposals for the disconnection of the Government telephones provided at the residence of officers under their control who are due to retire, at the first week of the month of retirement of the officers concerned (i.e. if an officer is due to retire on 31.3.2008 proposals should be sent before 7.3.2008) In the case of transfer of officers outside Chennai City also the Departments of Secretariat/Heads of Departments are requested to send proposals for disconnection of the Government telephones provided at the residence of the transferred officers immediately after their transfer.

Yours faithfully

Sd..../..

for Secretary to Government

Copy to:

The Public (Telephones.II) Department, Chennai-9