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No. F.14(6)-E(Coord)67.Pt.I
Government of India
Ministry of Finance
Department of Expenditure
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New Delhi, the 9th August, 1968.

OFFICE MEMORANDUM

Subject: Economy in expenditure on telephones - Restriction on allotments of residential telephones and fixation of a ceiling on free calls from residential telephones.
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In this Ministry's O.M.No.F.14(6)-E(Coord)/67 dated the 8th September 1967, on the above subject, the administrative Ministries were requested to conduct a review in regard to the residential telephones provided to officers lower in rank than Deputy Secretaries and their equivalent and furnish a report to this Ministry. The matter has been considered in the light of the reports furnished by the Ministries and it has been decided that residential telephones should be allowed to not more than 25% of the number of officers lower in rank than Deputy Secretaries and their equivalent working in a Ministry/Department. This limit will equally apply to attached and subordinate offices. For this purpose, only Class I officers will be taken into account.

2. Ministries/Departments are requested to take immediate action to restrict the number of residential telephones accordingly and surrender the surplus, if any, within a period of 2 months from the date of issue of these orders. Where, the number of residential telephones sanctioned at present is less than the number admissible on the above basis, it will in no case be increased.

3. The personal staff of Ministers and Secretaries and Parliament Assistants, will, however, continue to have the facility of residential telephones as at present.

4. For other officials below Class I level, ordinarily this facility should not be allowed. In very exceptional circumstances, however, where the nature of work demands it, residential telephone may be sanctioned with the personal approval of the Secretary of the Ministry/Department concerned. Existing sanctions may also be reviewed on this basis.

5. The Ministry of Home Affairs, etc. are requested to take necessary action and issue suitable instructions to all concerned under them.

(N. W. Nair)
Deputy Secretary to the Govt. of India

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All Ministries/Departments of Government of India.