

**CIRCULAR**

AN/III/1069/TELE Corr  
O/o The PCDA  
107, Lower Agram Road  
Agram Post  
**Bangalore – 560 007**  
Dated: 19-08-2016

To

Sub: Expenditure on Telephone usage charges – Reg.

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Please refer to this office circular of even number dated 04-08-2015. It is observed from the telephone bills of last few months that monthly expenditure of some of the sub offices is abnormally high especially in the usage of internet charges. The same has been viewed very seriously by the Competent Authority as it is effecting the planned expenditure on office expenses.

In order to ensure that the expenditure under OE is within the allotment of funds, it has been directed by the Competent Authority to control the expenditure on telephone charges as the same is abnormally increasing.

Hence, it is requested to take appropriate measures to curtail the telephone/broadband expenditure and to ensure that the monthly telephone charges are within the plan charges opted for the respective telephone numbers. In the event of telephone/ broadband charges exceeding the plan charges, the reasons for the same should be justified and submitted to this office for consideration of PCDA.

It is also intimated that, AOs Gs offices have been provided with VPN connections by HQrs for operation of VISHWAK Module and a separate telephone/broadband connection is provided by Main Office for official communications. It should be ensured that the connection provided by M O should be exclusively used for official communication only and not for VISHWAK Module.

Head of the offices are requested to pay personal attention to ensure that these connections are to be used for official communications only and also ensure budgetary control.

This is issued with the approval of PCDA

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Sr. Accounts Officer (Admin)

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OA Cell }

*Geeta Varadg*  
Sr. Accounts Officer (Admin)