

# INSTRUCTIONS FOR FILLING THE FORM FOR LAND LINE CONNECTION

- 1 The form may be filled in Capital letters only.
- 2 If Customer requires more than one telephone in the same name & category at the same address, he/she may indicate here number of telephones required.
- 3 A rebate is admissible on the installation charges , if the telephone instrument and/or internal wiring is arranged by the subscriber.
- 4 In case of sole proprietary concern, proprietor may sign himself and affix rubber stamp.
- 5 In case of partnership concern, all partners or any one of the partners duly authorised or person with the power of attorney may sign and attach a copy of power of attorney and partnership deed.
- 6 In case of company, signature should be of a person on behalf of the company in accordance with the provision of its Articles of Association and a copy of Articles of Association may be attached.
- 7 In case of Government Departments, authorised person may sign and affix rubber stamp.
- 8 For ISDN /BB Connections, the customer is required to fill up a separate form.
- 9 Blocked - If unsolicited commercial communications are not desired to be received on telephone.  
Un-Blocked - If unsolicited commercial communications are desired to be received on telephone.

10	Category Code	N-OYT-Gnl	<input type="text" value="1"/>	N-OYT-Spl	<input type="text" value="2"/>	N-OYT-SS	<input type="text" value="3"/>	N-OYT-SWS	<input type="text" value="4"/>	N-OYT--G.SE/DoT	<input type="text" value="5"/>
11	Concessional Group Code	Freedom Fighters/SWS	<input type="text" value="1"/>	Gallantry Award Winners/Awardees of President's Police Medal for Gallantry	<input type="text" value="2"/>	War Widows/Disabled Soldiers	<input type="text" value="3"/>	Blind Persons	<input type="text" value="4"/>	Sr. Citizens	<input type="text" value="5"/>

Non-Residential telephone connection in schools, Universities & colleges affiliated thereto, Polytechnics, Non-commercial Research Organisations / Homes for aged, infirm spastics, handicapped , deaf-dum-mute persons/ orphanages/ voluntary organisation for tribal welfare & other like institutions/organisations recognised by Government.

RE-DoT	<input type="text" value="7"/>	RE-BSNL	<input type="text" value="8"/>	SE-DoT	<input type="text" value="9"/>	SE-BSNL	<input type="text" value="10"/>
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## 12 Documents required to be submitted as proof of Identity/Address:-

- A For proof of photo identity for individual customer (all identity proof to have photo of applicant), the customer shall submit any one of the following :
  - (a) passport, Arms Licence, Driving License, Election Commission ID Card, Ration Card with photo (for the person whose photo is affixed), CGHS/ECHS card , Certificate of Address having photo issued by MP/MLA/Group A Gazetted Officer in letter head, Certificate of address having photo from Govt. recognised educational institutions (for student), Certificate of photo identity issued by head of Village Panchayat or its equivalent authority (for rural areas). Income Tax PAN card, Photo Credit card, Address Card with photo issued by Deptt. of Posts GOI, Smart card issued by CSD/ Defence/Paramilitary, Current passbook( with photo) of Post Office / scheduled bank, Photo Identity Card (of Central Govt/PSU or State Govt/PSU only) Photo Identity Card issued by Govt. recognised institutions (for students only) Cast and Domicile certificate with photo issued by the concerned State Govt , Pensioner Card having photo, Freedom Fighter Card having photo and Kissan pass book having photo.
  - b) Public Limited Company applying for telephone connection may enclose certificate of incorporation alongwith any proof of Identity as above of the authorised officer of company
  - ( c ) In case of Government of India undertakings, Govt of India Offices/State Govt Offices, the above said requirement are dispensed with and self certification on the letter head will suffice along with the name and designation of the co-ordinating officer to be consulted in case of need
  - (d) In case of Foreign Mission in India and other Foreign Agencies, the name & designation of the authorised officer along with details of officials etc. are required for whom the telephone connection is intended.
- B For proof of Address, the customer shall submit any one of passport, Arms Licence, Driving License, Election Commission ID Card, Ration Card with address, CGHS/ECHS card , Certificate of Address having photo issued by MP/MLA/Group A Gazetted Officer in letter head, Certificate of address having photo from Govt. recognised educational institutions (for student only), Certificate of address issued by head of Village Panchayat or its equivalent authority (for rural areas). Water Bill, telephone Bill of Fixed line (not older than last three months), Electricity Bill (not older than last three months), Income Tax assessment order, Vehicle Registration Certificate, registered Sale/ Lease Agreement, Address Card with photo issued by Deptt of Posts, GOI , Current passbook with photo of Post Office / scheduled bank, photo identity card having address (of Central Govt/PSU or State Govt/PSU only) Credit Card Statement (not older than last three months), Cast and Domicile certificate with address & photo issued by the concerned State Govt , Pensioner Card with address, Freedom Fighter Card with address and Kissan pass book with address.
- C Foreign Nationals are required to enclose the copy of Passport.

## 13 Description of categories and documents required to be submitted by the applicant

Category	Entitled Persons / Organization	Documents to be attached (Duly self attested)
N-OYT-Special	Doctors/Nurses/Midwives	Recognized Degree/Diploma, Registration Certificate.
	Press	Accreditation Certificate from PIB
	Advocate & Judicial Officers	Regn. By Bar Council [for advocates]
	Eminent Persons	Proof of Recognition at State/National Level in any field.
	Senior Citizens (aged 65+)	Proof of age.
	Gallantry Award Winners	Copy of Award Letter.
	War Widows/Disabled Soldiers	Documentary Evidence, Copy of PPO[for War Widows]
	Blind Persons	Visually Blind Certificate from CMO
	News Papers	Registration with the Registrar of News Paper
	Small Scale Industries	SSI Registration Certificate
	Other Eligible Categories	Documentary Proof.
N-OYT-SWS	Freedom Fighters/Swatantrata Senani	Copy of PPO & I-Card
N-OYT-SS	MPs/MLAs/ Municipal Councilors/Presidents, Vice -Presidents, Chairman of Standing Committee of Distt., Block and Gram Panchayats and Members of Zila Parishads, Foreign Missions and Embassies/UN Organisation	Subject to fulfilment of pay conditions and submission of documentary proof
N-OYT-G-SE-DoT	Serving DoT employees	Service Certificate, Service Book Entry Proof

## 14 Applicable registration fee

Telephone Category	Registration fee subject to revision by BSNL	
	Areas where telephone is available on demand	Areas where telephone is not immediately available on demand
All (Refer charges for concessional categories)	Nil	Rs. 500/-

- 15 Additional Applicable Security Deposit in case of Foreign nationals:-Foreign nationals have to make a security deposit of Rs.5000/- for NSD/Local and Rs.10,000/- for ISD call facility. The security deposit could also be made in the form of hard currency of equivalent value. The amount of security deposit can be enhanced by AO(Tr) depending upon the usage of the telephone
- 16 In case of payment by Cheque, the same should be made in favour of AO (Cash), BSNL of concerned SSA.

### APPLICABLE CHARGES FOR CONCESSIONAL GROUPS

S No.	Concessional Group	Registration Charges	Rental Charges	Installation Charges	Remarks
i	Freedom Fighters(SWS)	NIL	50% of normal rentals	NIL	same concession applicable to widows of Freedom Fighters
ii	Gallantry Award Winners/Awardees for President's Police Medal for Gallantry	NIL	NIL	NIL	NIL
iii	War Widows/Disabled Soliders	NIL	50% of normal rentals	NIL	
iv	Blind Persons	Full Charges	50% of normal rentals	Full charges	50% of Annual Advance Rental
v	Sr. Citizens	NIL	Full rentals	Full charges	Transferable in the name of spouse after death in General Category
vi	Non-Residential telephone connection in schools, Universities & colleges affiliated thereto, Polytechnics, Non-commercial Research Organisations/ Homes for aged, infirm spastics, handicapped, deaf-dum-mute persons/ Orphanages/ voluntary organisation for tribal welfare & other like institutions/organisations recognised by Government.	Full charges	75% of normal rentals	Full charges	Concession applicable on maximum 2 connections
vii	Retired DoT employees	NIL	NIL	Full charges where actual installation is involved	Free calls (Bi-monthly) In addition to free calls available to normal customer
					Group-A 1000
					Group-B 500
					Group-C 300
viii	Retired BSNL Employees	NIL	NIL	NIL	Group-D 200
					Free calls (Monthly) In addition to free calls available to normal customer
					Executives falling in category E-3 and above including full time director & CMD 500
					Executive falling in category E-1 and E-2 250
ix	Serving DoT employees	NIL	NIL	NIL	Non Executives falling in category NE-5 to NE-11 150
					Non Executives falling in category NE-1 to NE-4 100
x	Serving BSNL employees	NIL	NIL	NIL	Free calls as admissible to normal subscribers
					Free calls in addition to free calls admissible to normal subscribers
					Non Executive employees in IDA pay scale of Rs.4250-6200 and onwards (pre-revised) 100
					Non Executive employees in IDA pay scale of Rs.4550-6650 and onwards (pre-revised) 150

#### NOMINATION FORM [For Individual Applicant]

I hereby nominate the person mentioned below who shall, in the event of my death, be entitled to get the telephone/registration transferred through this form/transferred to his/her name or be entitled to be paid the amount of registration/security deposit for the telephone so registered in my name, to the exclusion of all other persons.

1. Name of the Nominee (In block letters).....
2. Relationship with applicant.....
3. Full Address of the Nominee (In block letters).....
4. In case nominee is minor, indicate the date of birth.....

Signature of nominee

Name

Full Address

1. Signature of Witness.....

Name.....

Address.....

Signature of Applicant

Name

Full Address

2. Signature of Witness.....

Name.....

Address.....

#### IT FORM 60 of ITR, 1962 [To be filled by customer who does not have PAN & GIR No. and who makes payment in cash i.r.o transactions specified in clauses (a) to (h) of Rule 114B. ]

1. Full name and address of declarant:
2. Particulars of transaction:
3. Amount of transaction:
4. Are you assessed to tax? Yes/No
5. If Yes,
  - (i) Details of Ward/Circle/Range where the last return of Income was filed?
  - (ii) Reasons for not having Permanent Account Number/General Index Register Number?
6. Details of the document being produced in support of address in Column (1)

Verification

I,.....do hereby declare that what is stated above is true to the best of my knowledge

Verified today, the .....day of .....(Month),20.....

Date.....

Place.....

Signature of declarant.....

#### IT FORM 61 of ITR, 1962 [To be filled by customer who has agricultural income and is not in receipt of any other income chargeable to income tax i.r.o transactions specified in clauses (a) to (h) of Rule 114B. ]

Particulars of transaction:

Details of the document being produced in support of address in Column (1) Yes/No

I hereby declare that my source of income is from agriculture and I am not required to pay income tax on any other income if any

Date.....

Place.....

Signature of the declarant

Verification

I,.....do hereby declare that what is stated above is true to the best of my knowledge and belief

Verified today, the .....day of .....(Month),20.....

Place.....

Signature of declarant.....