

INSTRUCTIONS FOR FILLING THE FORM FOR SHIFTING OF TELEPHONE CONNECTION

1. The form may be filled up in Capital letters only.
2. Application should be signed by person in whose name the telephone has been working or by the authority signatory in case of a firm company, etc.
3. Application for shifting should be submitted to the concerned Commercial Officer in whose jurisdiction telephone is working presently.
4. The telephone is eligible for shift if:
(a) Either Registration Date of initial application for the telephone connection required to be shifted within the release period of concerned category pertaining to the exchange to which it is required to be shifted.

OR

- (b) if the telephone has been working for at least 18 months in case of N-OYT Registration Category and 6 months for OYT Registration Category.

In case of non-fulfillment of any of the above criteria, the telephone will be kept under safe custody and will be shifted as and when the above criteria is met.

5. The subscriber shall himself carry telephone instruments/ accessories to the new installation address.
6. If the connection stands disconnected due to non payment , the same will be shifted to new place with only incoming call facility.
7. The phone will be shifted to new place with existing facilities. Any required change may be made at the new address after installation of the phone.
8. Telephone at old residence will be closed on the date mentioned against SI.No. 9 of the form, in case it is not technically feasible to provide the new connection at new place.
9. There is no need for enclosing copy of the last paid bill and signature attestation when request for shifting is within the same exchange.