## No. 100-114/2022-STG-I Government of India Ministry of Communications Department of Telecommunications 419, Sanchar Bhavan, 20 Ashoka Road New Delhi-110001

Dated the 05<sup>th</sup> December, 2024

## **OFFICE MEMORANDUM**

## Subject: List of the officers of the level of Under Secretary equivalent and above to attend the Republic Day Celebration, 2025 – reg.

The undersigned is directed to refer to G-II Section's OM No. 19-01/2024-G.II dated 05.12.2024 on the above mentioned subject.

All the ITS Group 'A' officers of level of Under Secretary equivalent and above working in DoT HQs are requested to furnish information in the prescribed proforma (attached herewith) latest by 06.12.2024 through email only at *email id:* **aditya.jaysawal@gov.in**. Proformas received after the stipulated time will not be entertained, in any case.

Encl.: As above.

Digitally signed by Bijender Singh Date: 05-12-2024 18:18:43 (Bijender Singh) Under Secretary (SGT) Tel. No. 23036282 E-mail: bijender.s83@gov.in

То

All ITS officers of DoT HQs (through website of DoT/e- Office Notice Board).

Name of Ministry< <ministry>&gt; , Department &lt;<department>&gt; and Organization &lt;<organization>&gt;</organization></department></ministry>															
Sl No	*ID No./Emp	D *Salutatio	n *Name (With Decoration)	Name (In Hindi)	*Date of Birth (DD-MM-	*Designation	*Pay Level	Basic Pay	Mobile No.	*Email ID	*Single/Ma	Official address showing	Residential Address	**Would opt to sit on	Remarks, if any
					YYYY)			(₹)			rried	the place of posting		North or South of Kartavya Path	

	(In respect of Under Secretaries and above in Ministries / Deptt.)								
*	Information- <u>Must to have</u> . Without this information passes will not be assigned.								
* Information- <u>Good to have</u> .		This information is required to assign the passes, like- 1. To whom the passes should be assigned 2. Which enclosure needs to be assigned based on the designation/pay level							
**	Applicable only for RDC Events								

Salutations	Pay Level	Designation	Marital Status	
Sh.	18	Secretary	Single	North
Smt.	17	Addl. Secretary	Married	South
Ms.	16	Joint Secretary		
Er.	15	Director		
Prof.	14	Deputy Secretary/Joint Director		
Dr.	13A	Under Secretary/Dy Director		
Justice	13	Section Officer		
H.E.	12	Others		
Gen	11			
Lt Gen	Others			
Maj Gen				
Brig				
Col				
Lt Col				
Maj				
Capt				
Lt				
Admiral				
V Adm				
R Adm				
Cmde				
S Lt				
Cdr				
Lt Cdr				
Air Chf Mshl				
Air Mshl				
AVM				
Air Cmde				
Gp Capt				
Wg Cdr				
Sqn Ldr				
CNS				
Asst Comdt				
Dy Comdt				
Comdt (JG)				
Comdt				
DIG				

DIG IG ADGICG DGICG

Capt (N)

	Annexure-"D"											
(In respect of Others & Guests)												
Sl No.	*Salutation	*Name	Name (In Hindi)	*Date of Birth (DD- MM-YYYY)	*Mobile No.	*Email ID	*Nationality	*Govt. ID Number (Aadhar/DL/Voter/etc.)	Residential Address	Recommending Officer Name	Recommending Officer Designation	Remarks, if any

## (In respect of Others & Guests)

*	Information- Must to have.	Without this information passes will not be assigned.					
**	Information- <u>Good to have</u> .	This information is required to assign the passes, like- 1. To whom the passes should be assigned 2. Which enclosure needs to be assigned based on the designation/pay level					
	For Nationality other than Indians, Guests/Invitees should approach Invitation Cell, MoD < <email id="">&gt; with MEA clarance and Departmental recommendation.</email>						
	Guest Passes are issued to an individual only. Spouse, if any, will be assigned a separate entry/pass.						

Salutations	Nationality				
Sh.	Indian				
Smt.	Others				
Ms.					
Er.					
Prof.					
Dr.					
Justice					
H.E.					