

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
AUDIT BRANCH**

No. 1242-F(Y)

Date : 10.02.2012

**OFFICE ORDER**

In continuation of Point No. (V) of Para 6 of this Department Office Order No. 134-F(Y) dated 04.01.2012, the following guidelines are issued regarding sanction of telephone/internet facility for Government offices by the Administrative Groups of this Department :-

- i) Requirement of new telephone/Broad band connectivity should be justified by the Administrative Department in details with facts and figures.

It should be ascertained whether there is any scope to meet the requirement with existing telephones.

- ii) A Department may be allowed a maximum of two Broadband connections – one for Secretary and the other for common use. High cost Business Plans should be avoided.
- iii) For subordinate offices the matter of installation of new telephones shall be dealt with case by case.


Sd/- H.K. Dwivedi  
Secretary to the  
Government of West Bengal,  
Finance Department.

No. 1242/1(150)-F(Y)

Date : 10.02.2012

Copy forwarded for information and necessary action to :-

- 1) All Special Secretaries.
- 2) All Additional Secretaries.
- 3) All Joint Secretaries.
- 4) All Deputy Secretaries.
- 5) All Assistant Secretaries.
- 6) All Groups/Branches of Finance Department.
- 7) Private Secretary to the Finance Minister, Govt. of West Bengal.
- 8) Senior Personal Assistant to the Secretary, Finance Department.

  
Joint Secretary to the  
Government of West Bengal,  
Finance Department.