



**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)  
**Calcutta Telephones**

**APPLICATION FOR SHIFTING OF TELEPHONE**  
(See instructions attached)

**To**

The Commercial Officer,  
..... Area,  
Calcutta Telephones,  
Calcutta

**Subject: Shifting of telephone No. ....**

**Sir,**

Please arrange for the shifting of my/our telephone No. .... as per particulars given below :

1.	Name of the subscriber (in capital letters) in whose name the telephone was sanctioned.	:	
2	Address where the telephone is/ was Working	:	
3	a) Address for correspondence	:	
	b) New billing address	:	
4	a) Whether telephone is working at present	:	Yes/ No
	b) if not working, give details of disconnection – (tick one of them)	:	i) Temporarily disconnected due to non-payment. ii) Disconnected for safe-custody iii) Disconnected for shift ( as per earlier application and details therefore )
5.	a) Accessories working for the Telephone	:	i) Plug & Socket. ii) Plan 103 iii) Plan 104 iv) Parallel extension v) Long cord vi) Any other
	b) Present S.T.D. facility	:	Available/Barred.
6.	Are the accessories presently working on telephone, required at the new place also ?	:	Yes/No.
7.	a) Address where the telephone is required to be shifted.	:	
	b) Status of applicant in the organization firm or company if the telephone belongs to firm, organisation, company ----	:	



## **I N S T R U C T I O N S**

- 1. Application form for shifting of telephone should be signed by person in whose name the telephone has been working or by the authorised person in case it is working in the name of a firm, company etc.**
- 2. Application form for shifting of telephone should be addressed to the concerned Commercial Officer in whose jurisdiction the telephone is working presently.**
- 3. The telephone instrument should be made over to SDO Phones of the new premises exchange and receipt obtained, if subscriber does not carry it to the new premises himself.**
- 4. Accessories provided to telephone will be closed at the original location and will be provided at the new location if required. It should be clearly indicated if the subscriber requires the accessories at the new address.**
- 5. The telephone is eligible for shift (a) the registration date of initial application for the telephone connection required to be shifted, falls 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 for NON-OYT General category and six months for OYT connection.**
- 6. The application should accompany a copy of the last paid telephone bill.**

