

## **Decision Making Process and Channel of Submission**

The exercise of powers by various authorities is exercised in terms of extant Rules, Guidelines, Government of India Instructions and Orders. Then there is the Telecom Policy for overall guidance. The high level Telecom Commission (TC) decides important matters through its meetings from time to time. There are specific provisions regarding delegation of powers which are also duly followed. The various matters are processed and submitted to various authorities for approval in terms of a Channel of Submission. This is enclosed.

# Department of Telecommunications

## **COMPENDIUM ON CHANNEL OF SUBMISSION**

**AND**

## **LEVEL OF FINAL DISPOSAL OF CASES IN DEPARTMENT OF TELECOM.**

**(For official use only)**

# INDEX

<b>S. No.</b>	<b>Name of Division/Wing Head</b>	<b>Page</b>
<b>I. Wing</b>	<b>MEMBER (TECHNOLOGY)</b>	
1	DDG (Access Service)	
2	DDG (Data Security)	
3	DDG (Carrier Service)	
4	Sr. DDG (BW)	
5	DDG (IR)	
6	Sr. DDG (TEC)	
7	DDG (TERM)	
8	DDG (SECURITY)	
9	WIRELESS ADVISER	
10	DDG (NT)	
<b>II. Wing</b>	<b>MEMBER (SERVICES)</b>	
1	DDG (ESTT.)	
2	DDG (Training)	
3	DDG (Skill Develpoment)	
4	DDG (PG)	
5	DDG (PHP)	
6	DDG (SU)	
7	DDG (SR)	

<b>III. Wing</b>	<b>CHIEF VIGILANCE OFFICER</b>	
<b>IV. Wing</b>	<b>ADDITIONAL SECRETARY (T)</b>	
1	JOINT SECRETARY (T)	
2	JOINT SECRETARY (A)	
3	DDG (C&A)	
4	LEGAL ADVISER	
<b>V. Wing</b>	<b>ADMINISTRATOR USO (FUND)</b>	
1	DDG (BB)	
2	Jt. Administrator (Fin.)	
3	Jt. Administrator (Tech.)	
<b>VI. Wing</b>	<b>MEMBER (FINANCE)</b>	

## **I. UNIT : ALL DDGs UNDER MEMBER (TECHNOLOGY)**

### **1. Divisional Head - DDG(AS)**

<b>S. No.</b>	<b>Present/Proposed Item of work</b>	<b>Present/proposed channel of submission</b>	<b>Present/proposed level of disposal</b>
1.	Policy matters, terms and conditions of licenses including amendment thereof, Cabinet Note, approval for issuance of letter of intent for grant of licence related to access service cell	SO/AD/ADG/US/ Director/DDG/ Member(T)/Secretary(T)	MOSC(IC)
2.	Parliament Questions Unstarred	SO/AD/ADG/US/ Director/DDG/ Member(T)	MOS(C&IT)
3.	Parliament Questions Starred	SO/AD/ADG/US/ Director/DDG/ Member(T)/Secretary(T)	MOSC(IC)
4.	Present/Proposed: VIP references	Present: SO/AD/ADG/Director/ Sr.DDG/ Member(T)/Secretary(T)  Proposed: SO/AD/ADG/US/ Director/DDG/ Member(T)/Secretary(T)	MOS(C&IT)/ MOSC(IC)  MOSC(IC)
5.	Memos for Telecom Commission	SO/AD/ADG/US/ Director/DDG/ Member(T)	Secretary(T)
6.	All routine correspondence with service providers/companies	SO/AD/ADG/US	Director /DDG
7.	RTI matters - Original	SO/AD/ADG/US	As per RTI Act
8.	RTI matters - Appeal	SO/AD/ADG/US	As per RTI Act
9.	Issuance of instructions to service providers for blocking of telephone numbers as advised by Ministry of Home Affairs	SO/AD/ADG/US/ Director	DDG
10.	Issuance of show cause notices/imposition/review/appeal against penalties for violation of other terms and conditions of licence	SO/AD/ADG/US/ Director	DDG/Member(T)/ Secretary(T)/ MOSC(IC) (depending upon the category of violations as internally decided)

11.	Decision to file appeal/initiation of legal proceedings	SO/AD/ADG/US/ Director/DDG/ Member(T)	Secretary(T)
12.	Finalisation of affidavits/counter affidavits/ replies to the petitions filed against/by Union of India related to AS Cell	SO/AD/ADG/US/ Director/DDG	Member(T)
13.	Replies to draft audit paras	SO/AD/ADG/US/ Director/DDG	Member(T)
14.	Change of address/name/equity of licensee company	SO/AD/ADG/US/ Director/DDG	Member(T)
15.	Issuance of show cause notices/demand notices/ imposition of liquidated damages as per the provisions of the licence agreement	SO/AD/ADG/US/ Director/DDG	Member(T)
16.	Permission to sign the licence on fulfilment of conditions stipulated in LOI	SO/AD/ADG/US/ Director	DDG
17.	Issue of security clearance to foreign personnel/permission to commence service under licence conditions after receiving clearance from concerned agency	SO/AD/ADG/US/ Director	DDG

Notes:

1. SO/AD/ADG – only one/two of the three depending upon availability in respective sections such that level of final disposal may be restricted with minimum handling of files in the channel as per guidelines of DoAR&PG.
2. In respect of Audit paras/litigation matters involving policy issues, Secretary (T) and Hon'ble MOSC(IC) may be apprised.

## **2. Divisional Head : DDG ( DS)**

<b>S. No.</b>	<b>Subject</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1	All routine correspondence with companies, asking information, Status Report of TC, PMO etc.	SO/AD/ADG/DIR	DDG
2	Receiving and processing of Application including deposition of processing fee, entry fee and Bank Guarantee for Authorization for Internet Service under Unified License/ Authorization for Very Small Aperture Terminal (VSAT) CUG Service under UL/ Authorization for INSAT MSS-Reporting (MSS-R) Service under UL/ CUG Network permission/ International Internet Gateway permission/ IPTV permission.	SO/AD/ADG/ DIR/	DDG
3	Change of Address/ change of name of Licensee/ change of equity.	SO/AD/ADG/DIR	DDG
4	(i) All matter pertaining to grant/ surrender/ termination of License for Internet Service/ InternationalInternet Gateway permission/ Remote Access Permission/ CUG N/W permission without spectrum.	SO/AD/ADG/ DIR/ DDG	M(T)
	(ii) All matters pertaining to Merger/ Demerger/ Amalgamation of Companies/ transfer of ISP Licenses, Authorization for Internet Service under UL and CUG network permission without spectrum.	SO/AD/ADG/ DIR/ DDG	M(T)

	(iii) Issuance of Show Cause Notice (SCN)/ Demand Notice/ imposition of penalties for violation of terms and conditions of ISP license, Authorization for Internet Service under UL and CUG network permission without spectrum.	SO/AD/ADG/ DIR/ DDG	M(T)
5	(i) All matters pertaining to grant/ surrender/ termination of License for VSAT CUG Service, INSAT MSS-R Service, Authorization for VSAT CUG Service under UL, Authorization for MSS-R Network under UL and CUG Network permission with spectrum.	SO/AD/ADG/ DIR/ DDG/M(T)/CH(TC)	MOSC(IC)
	(ii) All matters pertaining to Merger/ Demerger/ Amalgamation of Companies and transfer of VSAT CUG Licenses, MSS-R Licenses, Authorization for VSAT CUG Service under UL, Authorization for MSS-R Service under UL and CUG network permissions with spectrum.	SO/AD/ADG/DIR/DDG/ M(T)/CH(TC)	MOSC(IC)
	(iii) Issuance of SCN/ Demand Notice/ imposition of penalties for violation of terms and conditions of VSAT CUG Licenses/ MSS-R Licenses, Authorization for VSAT CUG Service under UL, Authorization for MSS-R Service UL and CUG network permission with spectrum.	SO/AD/ADG/DIR/M(T)/ CH(TC)	MOSC(IC)

	(iv) Issuance of SCN/ Demand Notice/ imposition of Liquidated Damages (LD) for VSAT CUG licenses, Authorization for VSAT CUG Services under UL and Authorization for MSS-R Service under UL.	SO/AD/ADG/DIR/ DDG	M(T)
6.	Issue of Security Clearance to the foreign personnel under License conditions after receiving the clearance for Security Agencies.	SO/AD/ADG/DIR	DDG
7.	Issuing of instructions to ISPs for Blocking of Websites as per direction received under Information Technology 200.	SO/AD/ADG/DIR/ DDG	M(T)
8.	Policy matters/ Amendment to the terms and conditions of the License/ TRAI matters.	SO/AD/ADG/DIR/ DDG/M(T)/CH(TC)	MOSC(IC)
9.	Approval of Telecom Commission Memos/ Inter-Ministerial coordination Notes and OR Memos/ Briefs for Meetings of Inter-Ministerial Committees.	SO/AD/ADG/DIR/ DDG/M(T)	CH(TC)
10	Approval of minutes of meeting of Inter-Ministerial Committee for Security Clearance of ISP Gateway/ Minutes of meetings of APEX Committee or any other clearance for Satellite Communication proposals	SO/AD/ADG/DIR/ DDG	M(T)
11	All matters pertaining to Network Operation & Control Centre (NOCC)	SO/AD/ADG/DIR/ DDG/M(T)	CH(TC)
12	All matters pertaining to Internet Monitoring System (IMS)	SO/AD/ADG/DIR/ DDG	M(T)

13	Security Issues pertaining to Internet/ VSAT/INSAT MSS-R Services / CUG Network permission for dedicated Radio and optical Fiber Link.	SO/AD/ADG/DIR/ DDG	M(T)
14	Issues pertaining to Disaster Management	SO/AD/ADG/DIR/ DDG/M(T)	CH(TC)
15	Approval of Affidavit/Counter Affidavit/ replies to the petitions filed against/ by Union of India related to DS Cell	SO/AD/ADG/DIR/ DDG/M(T)	CH(TC)
16	(i) Parliament Questions	SO/AD/ADG/DIR/ DDG/M(T)/CH(TC)	MOSC(IC)
	(ii) VIP references	SO/AD/ADG/DIR/ DDG/M(T)	CH(TC)/ MOSC(IC)
17	Audit Paras	SO/AD/ADG/DIR/ DDG	M(T)
18	RTI Matters Original/ Appeal	SO/AD/ADG	DIR/DDG
19	PG Cases	SO/AD/ADG/DIR	DDG

**Note:** SO/AD/ADG –only one/two of the three depending upon availability in respective Sections such that level of final disposal may be restricted with minimum handling of files in the channel of submission as per guidelines of DAR&PG.

### **3. Divisional Head – DDG (CS)**

<b>Sl. No.</b>	<b>Subject</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	(a) Policy matters, terms and conditions of licenses/authorisation under UL including amendment thereof, Cabinet Note, approval for grant/cancellation and Merger/Demerger/Transfer of NLD /ILD /PMRTS/CMRTS/GMPCS /Resale of IPLC, CMRTS and any other new license.	SO/AD/ADG/US/Dir./ DDG or Sr. DDG/ Member(T)/ Member (F)/Secy.(T)	MOSC(IC)
	(b) Policy matters, terms and conditions of licenses including amendment thereof of Voice Mail/Audiotex/UMS license	SO/AD/ADG/US/Dir./ DDG or Sr. DDG/ Member(T)/ Member (F)	Secy.(T)
	(c) Grant/cancellation and Merger/Demerger/Transfer of Voce Mail/ Audiotex/ UMS license	SO/AD/ADG/US/Dir./ DDG or Sr. DDG/ Advisor (F)	Member(T)
2.	All policy matters relating to IP-I, OSP, Telemarketers, NOC for International SIM Cards/Calling Cards	SO/AD/ADG/US/Dir./ DDG/M(T)	Secy.(T)
3.	TRAI recommendations.	SO/AD/ADG/US/Dir./ DDG/M(T)/ Secy.(T)	MOSC(IC)
3.	All matters relating to award of licence for VMS/Audiotex/UMS	SO/AD/ADG/US/Dir./ DDG/M(T)	Secretary(T)
4.	NOC for international SIM Cards/ Calling Cards	SO/AD/ADG/US/Dir./ DDG	Member (T)
5.	All matters relating to registration of IP-I	SO/AD/US/Dir.	DDG
6.	NOC for using INMARSAT Terminals (B, C, M, M-4, Mini-M)	SO/AD/ADG/Dir./	DDG

7.	Parliament Questions/Assurances	SO/AD/ADG/US/Dir./ DDG/ M(T)/ Secy(T)	MOSC(IC)
8.	All routine correspondence with service providers/companies	SO/AD/ADG/US	Dir. /DDG
9.	RTI matters – Original/Appeal	SO/AD/ADG/US	As per RTI Act.
10.	(a) Decision to file appeal/initiation of legal proceedings (b) Finalisation of affidavits/counter affidavits/replies to the petitions filed against/by Union of India related to CS Cell	SO/AD/ADG/US/Dir./ DDG/ M(T)  SO/AD/ADG/US/Dir./ DDG/ LA	Secy(T)  Member (T)
11.	VIP references	SO/AD/ADG/US/Dir./ DDG/ M(T)/ Secy(T)	MOSC(IC)
12.	Memos for Telecom Commission	SO/AD/ADG/US/Dir./ DDG/ M(T)	Secy(T)
13.	Replies to draft audit paras	SO/AD/ADG/US/Dir./ DDG	Member (T)
14.	Change of address/name/equity of licensee company	SO/AD/ADG/US/Dir./ DDG	Member (T)
15.	Issuance of show cause notices/demand notices/imposition of liquidated damages as per the provisions of the licence agreement.	SO/AD/ADG/US/Dir./ DDG	Member (T)
16.	Permission to sign the licence on fulfilment of conditions stipulated in LoI	SO/AD/ADG/US/Dir	DDG
17.	Issue of security clearance to foreign personnel/permission to commence service/set up ILD Gateways/Remote Access permissions under licence conditions after receiving clearance from concerned agencies	SO/AD/ADG/US/Dir	DDG

Note : SO / AD/ ADG – only one of the three depending upon availability in respective Section

#### **4. Divisional Head : Sr.DDG (BW)**

##### **Director (Elect.)**

Sl. No.	Subject	Channel of Submission	Level of final disposal
1.	Draft Audit Paras/ PAC/ C&AG Cases relating to PSUs	SO(A&E)/ADG(E)/ Dir(Elect)/DDG(Estt)	M(S)
2.	Parliament Questions (Starred /Unstarred)/All Parliament matters	SO(A&E)/ ADG(E)/ Dir(Elect)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
3.	Minister cases from MPs, VIPs references	SO(A&E)/ ADG(E) / Dir(Elect)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
4.	Cadre Review of BW Unit in consultation with Civil/Architecture Wing	SO(A&E)/ ADG(E) / Dir(Elect)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
5.	Association / Union References and related matters of Electrical Wing	SO(A&E)/ ADG(E)/ Dir(Elect)/DDG(Estt)	Member(S)
6.	DPC for probation Clearance / Confirmation of Gr.A Officers	SO(A&E) / ADG(E)/ Dir(Elect)/DDG(Estt)/ M(S)/Secy(T)	MOC& IT
7.	Transfer/posting withig DoT/Inter departmental Transfer/posting	SO(A&E) / ADG(E) / Dir(Elect)/(Committee Member) DDG(Estt)/ M(S)/M(T)	MOSC(IC)
8.	Matter relating to grant of allowances etc. Other than pay	SO(A&E) / ADG(E)/ Dir(Elect)/DDG(Estt)	M(S)
9.	Appointment/Resignation in Gr.A Services	SO(A&E)/ ADG(E) / Dir(Elect)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
10.	Service Rule of P&T BWS Gr. "A" Electrical officers	SO(A&E)/ ADG(E) / Dir(Elect)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)

11.	Deputation of Gr 'A' officers	SO(A&E)/ ADG(E) / Dir(Elect)/DDG(Estt)	M(S)
12.	Seniority list of all Gr.'A' officers	SO(A&E)/ ADG(E) / Dir(Elect)/DDG(Estt)	M(S)
13.	All court cases relating to Gr. 'A' officers/Gr. B pre absorption cases	SO(A&E)/ ADG(E) / Dir(Elect)/DDG(Estt)	M(S)
14.	Conduct Rule-cases of Gr. A officers	SO(A&E)/ ADG(E) / Dir(Elect)/DDG(Estt)	M(S)
15.	CVC reference and matters concerning them	SO(A&E)/ ADG(E) / Dir(Elect)/DDG(Estt)	M(S)
16.	Issue of no objection certificate for going abroad	SO(A&E)/ ADG(E)/ Dir(E)	M(S)
17.	Financial up-gradation under ACP/NFU/NFSG Scheme	SO(A&E) / ADG(E)/ Dir(Elect)/DDG(Estt)/ M(S)/Secy(T)	MOC& IT
18.	Cases relating to absorption of Civil Wing Officers in MTNL/BSNL	SO(A&E) / ADG(E)/ Dir(Elect)/DDG(Estt)/ M(S)/Secy(T)	MOC& IT
19.	RTI cases original Appeals	SO(A&E)/ ADG(E) SO(A&E)/ADG(E)/ Director(E)	Director-CPIO Sr.DDG(BW)
20.	Technical Scrutiny of Estimates	AD(EW)/Director(EW)/ DDG(EW)	Sr.DDG(BW)
21.	Works Committee for Sanchar Bhawan works	AD(EW)/Director(EW)/ DDG(EW)	Sr.DDG(BW)
22.	Review of Electrical Inspection done by the Electrical units in TERM cells	AD(EW)/Director(EW)/ DDG(EW)	Sr.DDG(BW)
23.	Monitoring of RET & Carbon emission reduction	ADG(EW)/Director(EW) /DDG(EW)/Sr.DDG(BW)	Member(T)
24.	Nomination for participation in ITU/BIS/RET conference/Technical Training etc.	ADG(EW)/Director(EW) /DDG(EW)	Sr.DDG(BW)
25.	RET Implementation/Climate change policy inputs/reviews	ADG(EW)/Dir(EW)/ DDG(EW)/Sr.DDG(BW)	Member(T)

26.	Electricity Act-Inputs/Suggestions	ADG(EW)/Dir(EW)/ DDG(EW)/Sr.DDG(BW)	Member(T)
27.	Discussion/Consultation with MNRE, Ministry of Power, MOE&F etc.	ADG(EW)/Dir(EW)/ DDG(EW)/Sr.DDG(BW)	Member(T)
28.	NTP 2012-Objectives & Strategies	ADG(EW)/Dir(EW)/ DDG(EW)/Sr.DDG(BW)	Member(T)
29.	Energy Conservation Act, National Building Code-Implementation, inputs etc.	ADG(EW)/Dir(EW)/ DDG(EW)/Sr.DDG(BW)	Member(T)
30.	Parliament Questions-Reply & Inputs	ADG(EW)/Dir(EW)/ DDG(EW)/Sr.DDG(BW)	Member(T)

### **DIRECTOR (Arch.)**

Sl. No.	Item of Work	Channel of Submission	Level of final disposal
1.	Draft Audit Paras/PAC/C&AG cases relating to PSUs	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)	M(S)
2.	Parliament Questions (Starred/Unstarred)/All Parliament matters	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
3.	Minister cases from MPs, VIPs	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
4.	Cadre Review of Architecture Wing	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
5.	Association/Union References and related matters of Architecture Wing	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)	M(S)
6.	DPC for probation Clearance/Confirmation of Gr. A officers upto HAG level	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)

7.	Transfer/posting within DoT/Inter Departmental Transfer & Posting	SO(A&E)/ADG(E)/ Dir(Arch)/(Committee Member) DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
8.	Matter relating to grant of allowances etc. other than pay.	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)	M(S)
9.	Appointment/Resignation in Gr. A Services	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
10.	Service Rules of P&T BWS Architecture Gr. A officers	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
11.	Deputation of Gr. A officers	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)	M(S)
12.	Seniority list of all Gr. A officers	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)	M(S)
13.	All court cases relating to Gr. A officers	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)	M(S)
14.	Conduct Rule- cases of Gr. A officers	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)	M(S)
15.	CVC reference and matters	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)	M(S)
16.	Issue of no objection certificate for going abroad	SO(A&E)/ADG(E)/ Dir(Arch)	M(S)
17.	Financial up-gradation under ACP/NFU/NFSG Scheme	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
18.	Cases relating to Absorption of Civil Wing officers in MTNL/BSNL	SO(A&E)/ADG(E)/ Dir(Arch)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
19.	RTI cases original Appeals	SO(A&E)/ADG(E) SO(A&E)/ADG(E)/ Dir(Arch)	Director-CPIO/ Sr. DDG(BW)
20.	Consultative Committee Items	Dir(Arch)/Sr.DDG(BW)/ M(T)	Secy(T)

## Director (CIVIL)

Sl. No.	Item of Work	Channel of Submission	Level of final disposal
1	Draft Audit Paras/ PAC/ C&AG Cases relating to PSUs	ASO/ US(CWG)/ Dir(Civil)	DDG (Estt.)
2	All Parliament matters including Parliament Standing Committee and Consultative Committee	ASO/US(CWG)/ Dir(Civil)/ DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
3	Minister cases from MPs, VIPs	ASO/US(CWG)/ Dir(Civil)/ DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
4	Cadre review of Civil stream cadre	ASO/US(CWG)/ Dir(Civil)/ DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
5	Association / Union References and related matters of Civil Wing	ASO/US(CWG)/ Dir(Civil)	MOSC(IC)
6	DPC for probation Clearance/confirmation of Group A officers	ASO/US(CWG)/ Dir(Civil)/ DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
7	Transfer & posing of Gr. A officers in DoT to PSU & DoP	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
8	DPC for promotion from Gr. B to Gr. A	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
9	Service rules of P&T Building Works Gr. A Services	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
10	Deputation of Gr. A officers		
	(i) Upto JAG level	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)	M(S)
	(ii) SAG & Above level	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/	MOSC(IC)

		M(S)	
11	Issuing the Seniority list of Gr. A officers	ASO/US(CWG)/ Dir(Civil)	DDG(Estt)
12	All court cases relating to Gr.A cadres	ASO/US(CWG)/ Dir(Civil)	DDG(Estt)
13	All court cases relating to promotion of P&T Civil Wing-Gr. B posts pre-absorption cases.	ASO/US(CWG)/ Dir(Civil)	DDG(Estt)
14	Intimation/information given under CCS Conduct Rules – cases of Gr. A officers  (i) JTS/STS  (ii) JAG & Above	ASO/US(CWG)  ASO/US(CWG)/ Dir(Civil)	Dir(Civil)  DDG(Estt)
15	Preliminary examination of cases relating to violation of conduct rules  (i) JTS/STS/JAG  (ii) SAG & Above	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)  ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)	M(S)  Secy(T)
16	CVC reference and matters concerning them	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
17	NOC to Gr.A officers for obtaining passport/going abroad  (i) JTS/STS  (ii) JAG & Above	ASO/US(CWG)  ASO/US(CWG)/ Dir(Civil)	Dir(Civil)  DDG(Estt)
18	Financial up-gradation under ACP/NFU/NFSG Scheme	ASO/US(CWG)/ Dir(Civil)/ DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)

19	RTI cases original  Appeals	ASO/US(CWG)  ASO/US(CWG)/ Dir(Civil)	Director-CPIO  Sr.DDG(BW)
20	Disaster Management	AEE(C)/Dir(Civil)/ DDG(Civil)/ Sr.DDG(BW)/ M(T)	Chairman(TC)
21	Matters relating to Passive infrastructure under USO Fund	AEE(C)/Dir(Civil)/ DDG(Civil)/ Sr.DDG(BW)/ M(S)	Chairman(TC)
22	Environment Protection	AEE(C)/Dir(Civil)/ DDG(Civil)/ Sr.DDG(BW)/ M(S)	Chairman(TC)
23	Commercial exploitation of DoT lands and building	AEE(C)/Dir(Civil)/ DDG(Civil)/ Sr.DDG(BW)/ M(S)	Chairman(TC)
24	Induction Training to P&T BWS Gr. A Probationers	AEE(C)/Dir(Civil)/ DDG(Civil)/ Sr.DDG(BW)	M(S)
25	Technical Scrutiny of Estimates	AEE(C)/Dir(Civil)/ DDG(Civil)	Sr.DDG(BW)
26	Works Committee for Sanchar Bhawan works	AEE(C)/Dir(Civil)/ DDG(Civil)	Sr.DDG(BW)
27	Nomination for participation in ITU/BIS/RET conference/Technical Training etc.	AEE(C)/Dir(Civil)/ DDG(Civil)	Sr.DDG(BW)
28	Appointments & Resignations in Gr. A Services	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
29	Cases relating to Absorption of Civil Wing Officers in MTNL/BSNL	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)



## **5. Divisional Head : DDG(IR)**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Disposal</b>
1.	Coordinate with Inter-Governmental organizations such as ITU, APT, CTO, ITSO, IMSO, Intersputnik, APSCC, UNESCO, UNDP, ESCAP etc., and International Organizations such as INTELSAT, INMARSAT & Foreign Governments on various Technical matters, Millennium Development Goals (MDGs), Sustainable Development Goals (SDGs), Technical studies, Membership & Administrative issues. (except Spectrum Management)	ADG/Dir./DDG/M(T)	Secy (T)
2.	Coordinate with International organizations, Intergovernmental organizations, Foreign Governments on Development projects in India and abroad; Inter-ministerial references on Assessment of International projects	ADG/Dir./DDG/M(T)/M(F)	Secy (T)
3.	Inter-Ministerial coordination with MEA, MHA, Ministry of Commerce, Ministry of Finance etc., with regard to international Seminars, Agreements, Joint Commissions, Joint Working Groups, Dialogue etc.	ADG/Dir/DDG/M (T)	Secy (T)
4.	Coordinate on matters concerning important Policy forums & Conferences such as World Telecom Development Conference (WTDC), World Telecom Policy Forum (WTPF), World Telecom Standardization	ADG/Dir	DDG

	Assembly (WTSA), Plenipotentiary Conference of ITU & High level meetings of APT, ITU Council, Connect the World conferences, World Conference on International Telecommunications (WCIT), World Summit on Information Society (WSIS) etc.		
5.	Foreign Visits of MoC& IT for Bilateral, Multilateral cooperation, events and exhibitions.	ADG/Dir/DDG/M(T)/M(F)/ Secy (T)	MOSC(IC)
6.	Deputation on foreign visits for Study Group Meetings, Conferences, Seminars, exhibitions, Bilateral and multilateral meetings etc.  (a) Approval for officers up to level of Director  (b) Officers of DDGs. Level.  (c) Officers of Addl. Secy and above.	ADG/Dir/DDG/M(T)/M(F)  ADG/Dir/DDG/M(T)/M(F)/Secy (T)  ADG/Dir/DDG/M(T)/M(F)/Secy (T)/MOC & IT	Secy (T)  MOC & IT  Screening Committee
7.	Approval of Bilateral MoUs/ Agreements/ Joint Declarations / Statements etc.	ADG/Dir/DDG/M(T)/Secy (T)	MOC & IT
8.	Formation of DoT stand concerning bilateral issues with different countries, multilateral issues including matters on Internet Governance on aspects pertaining to DoT	ADG/Dir/DDG/M(T)	Secy (T)
9.	Engagement of Secy (T) & MoC& IT regarding International cooperation	ADG/Dir./DDG/	Secy(T)/MOC & IT

10.	(a) Coordination with neighboring countries for operational & development matters. (b) Settlement of Accounts relating to Telecom Links.	ADG/Dir/DDG/M(T)  ADG/Dir/DDG/M(T) / M(F)	Secy(T)  Secy(T)
11	All functions related to SAARC	ADG/Dir/DDG	Secy (T)
12	Preparation of Cabinet Notes, Telecom Commission Memos	ADG/Dir/DDG	Secy (T) / MOC & IT
13	DoT hosted International Seminars/Conferences/Colloquiums, etc. of APT/ITU/SAARC, bilateral, World Telecom and Information Society Day (WTISD) events etc. in India and abroad  Proposals by private organizers and associations on Hosting of International Seminars/Conferences/Colloquiums, etc. of APT/ITU/SAARC, bilateral events etc. in India and abroad	ADG/Dir/DDG /M(T) M(F)    ADG/Dir/DDG /M(T)	Secy (T)    Secy (T)
14	Hosting of visit of VIPs of ITU/APT, etc in India	ADG/Dir/DDG /M(T)	Secy (T)
15	All matters pertaining to Indian technical contributions for international and inter-governmental organizations such as ITU, APT etc., for which DoT is nodal department and related inter-ministerial references; ITU, APT Study groups Coordination and coordination for National Working Group for matters related to ITU-D sector.	ADG/Dir/DDG/M(T)	Secy (T)
16	All matters pertaining to Indian Membership contributions and financial aspects for international and inter-governmental organizations such as ITU, APT, CTO etc., for which DoT is nodal department	ADG/Dir/DDG/M(T) / M(F)	Secy (T)

17	All matters pertaining to Indian contribution towards ITU	ADG/Dir/DDG/M(T)/	Secy (T)
18	Parliament Questions Unstarred and Parliament Assurances	ADG/Dir/DDG/M(T)	Secy (T)
19	Parliament Questions Starred and related assurances	ADG/Dir/DDG/M(T)/ Secy(T)	MOC & IT
20	Parliament Committee meetings (Standing Committee/PAC)	ADG/Dir/DDG/M(T)	Secy (T)
21	Replies to MPs, VIP references etc.	ADG/Dir/DDG/M(T)/ S(T)	MOC & IT
22	Cases relating grant of NOC for opening of Liaison Offices in India	ADG/Dir/DDG/M(T)	Secy (T)
23	Nomination from IR Division for training courses / programs in India	ADG/Dir	DDG
24	Progress Report(Monthly, Annually, etc)	ADG/Dir	DDG

## 6. Divisional Head – Sr. DDG (TEC)

Sl. No.	Subject	Channel of Submission	Level of Final Disposal
1.	Specification approval i) First Draft of Specification ii) Draft specification after Departmental Sub Committee Meeting iii) Draft specification after Manufacturers Forum iv) Draft specification after DCC Meeting v) Approval of final draft specification vi) Amendment corrigendum of specifications vii) Test Schedule & Test Procedure(TSTP)	AD/ADG/Director AD/ADG/Dir AD/ADG/Dir AD/ADG/Dir AD/ADG/Dir/DDG AD/ADG/Dir/DDG AD/ADG/Dir/DDG	DDG DDG DDG DDG Sr. DDG Sr. DDG Sr. DDG
2.	Approval of Certificates i) Type approval/Interface Approval including renewal Certificate against TEC GR a) Decentralized cases b) Centralized cases ii) Certificate of Approval against Applicant's own specifications iii) Technology approval certificate	(JTO/AD/ADET)ADG/Dir (JTO/AD/ADET)ADG/Dir/DDG(RTEC)/DDG(HQ) JTO/AD/ADET/ADG/Dir/DDG(RTEC)/DDG(HQ) AD/ADG/Dir/DDG (HQ)	DDG, RTEC Sr. DDG Sr. DDG Sr. DDG
3.	Relaxation against deviations from TEC GR, in approval of certificates	(JTO/AD/ADET)ADG/Dir/DDG(RTEC)/DDG(RC)/DDG(HQ)	Sr. DDG
4.	Annual Action Plan i) Division wise ii) Consolidated for TEC	ADG/Dir/DDG ADG(MM)/Dir(MM)/DDG(Admn)	Sr. DDG Sr. DDG
5.	Fixation of category of product for the purpose of test fees	ADG/Dir	DDG

6.	New Technologies Trials	Dir/DDG/Sr. DDG/ Adv. (T)	Member (T)
7.	Advice to DoT/PSUs/other Govt. bodies/agencies	AD/ADG/Dir/DDG	Sr. DDG
8.	Participation in trainings/ seminars/SG meeting I. In India II. Abroad	AD//ADG/Dir/DDG/DD G(M&P) AD//ADG/Dir/DDG/DD G(M&P)/Sr. DDG	Sr. DDG DOT(HQ)
9.	Allocation of work I. Within division upto ADG Level II. All other cases	ADG/Dir ADG/Dir/DDG	DDG Sr. DDG
10.	Parliament Questions: a) Unstarred Question b) Starred Question	Dir/DDG Dir/DDG	Sr. DDG Sr. DDG
11.	Procurement I Against projects a) Estimate Approval b) Tendering/procurement II Without project a) Within delegated power of DDG b) Within delegated power of Sr. DDG	AD/ADG/Dir/DDG ADG(MM)/Dir(MM)/ DDG(Admn) AD/ADG/Dir/ ADG(F&A) AD/ADG/Dir/DDG/IFA	Sr. DDG/DOT(HQ) Sr. DDG/DOT(HQ) DDG Sr. DDG
12.	Reply against reference received form DoT/Other Departments	ADG/Dir/DDG	Sr. DDG
13.	Correspondence with other standards bodies	ADG/Dir/DDG/ DDG (FN)	Sr. DDG
14.	Formation of National working Groups	ADG/Dir/DDG	Sr. DDG
15.	Submission of contribution to ITU/ Other bodies	ADG/Dir/DDG	Sr. DDG/DoT HQ
16.	I) Formation of working groups/JWG for M2M communication II) Approval of reports of M2M working Groups	ADG/Dir/DDG (S&D) Dir/DDG (S&D)	Sr. DDG Sr. DDG

**Note:** DDG (HQ) means the DDG of the Group to which the specification relates:

## **7. Divisional Head : Sr. DDG(TERM)**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Final disposal</b>
1	Starred Parliament Questions	ADG(TERM)/Director/(DDG)/Sr.DDG/Member(T)/ Secretary(T)	MOSC(IC)
2	Unstarred Parliament Questions	ADG/Director/(DDG) / Sr.DDG/Member(T)	MOS (C&IT)
3	Parliament Assurance	ADG(TERM)/Director/(DDG)/Sr.DDG/Member(T)	MOS (C&IT)
4	Policy matter/guidelines with respect to TERM Cells	ADG/Director / (DDG)/Sr.DDG/ Advisor(T) /Member(T)	Sec(T)
5	Posting and transfers in TERM Cells	SO/Director / (DDG)/ Sr.DDG	Member (T) / Director (Staff)
6	Matters relating to budget/accounts of TERM Cells	SO/Director/(DDG)/ Sr.DDG	Member (T)
7	Court cases	AD/ADG/Director / (DDG)/Sr.DDG / JS&LA(T)	Member (T)
8	Leave application of the head of TERM Cells	S.O / Director/(DDG)	Sr.DDG / Director (Staff)
9	Tour programme of the head of TERM Cells	S.O / Director/(DDG)	Sr.DDG
10	Application of Medical Advance/Bill of the head of TERM Cells	S.O / Director/(DDG)	Sr.DDG
11	LTC Bill of head of TERM Cells	S.O / Director/(DDG)	Sr.DDG
12	NOC for obtaining private passport of the officers of TERM Cells	S.O./Director/(DDG)	Sr.DDG / Director (Staff)
13	NOC for going abroad of the officers of TERM Cells	S.O./Director/(DDG)	Sr.DDG / Director (Staff)

14	Activities requiring permission under Conduct Rules, 1964 of the head of TERM Cells	S.O / Director /(DDG)	Sr.DDG / Director (Staff)
15	Periodical Returns to Legal Cell, O&M Section, and various MIS reports etc.	S.O/ADG/Director/ (DDG)	Sr.DDG
16	RTI Appeals	S.O.	Sr.DDG
17	Identity cards of the officers of TERM Cells	Assistant / S.O	Director/ SO(G-I)Section
18	GPF Advance /withdrawal of Head of TERM Cells	Assistant / S.O	Director/Admn-IV Section
19	Circulation of Circulars/Orders etc. to TERM Cells	S.O/ADG	Director
20	RTI Applications	S.O	Director
21	Vigilance Clearance of ISPs & OSPs	AD/ADG	Director
22	VIP References	SO/Director/ (DDG)/ Sr.DDG/M(T) or Sec(T)	MOS(C&IT) or MOSC(IC))
23	Audit/CAG para	ADG/Director/(DDG)/ Sr.DDG	M(T)
24	Implementation & Violation issues related with various Licenses/Registrations/NOC etc ( CAF/EMR/Roll Out Testing/MNP/Inspection Reports/ Representation from Licensees /VLR verification etc)	ADG/Director /(DDG)	Sr.DDG / Concerned Cell of DoT
25	Matters related to Security agencies	ADG/Director/(DDG)	Sr.DDG
26	Holding of workshops/Training etc	ADG/Director/(DDG)	Sr.DDG
27	Handling of Grey Market Cases/Non genuine IMEI cases	ADG/Director/(DDG)	Sr.DDG/ Respective DDG(TERM) Cells
28	CMS related issues	ADG/Director/(DDG)	Sr.DDG

29	Disaster Management related issues	ADG/Director/(DDG)	Sr.DDG/ Respective DDG(TERM) Cells
30	Handling of Public Grievances	ADG/Director /(DDG)	Sr.DDG / Respective DDG (TERM) Cells

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## **8. Divisional Head : DDG(SEcurity)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of Final disposal</b>
1.	Starred Parliament Question	Director/DDG(S)/ Member (T)/ Secretary (T)	MOSC(IC)
2.	Un-Starred Parliament Question	Director/ DDG(S)/ Member (T)	MOS C&IT
3.	Parliament Assurance	Director/ DDG (S)/ Member (T)	MOS C&IT
4.	RTI Applications	ADET/ Director	Director
5.	RTI Appeals	Director	DDG (Security)
6.	Court Cases	Director/ DDG (S)	Member (T)
7.	Policy issues related to Security	Director/ DDG (S)/ Member (T)	Secretary (T)/ MOSC(IC)
8.	Policy issues related to Security Projects	Director/ DDG (S)/ Member (T)	Secretary (T)/ MOSC(IC)
9.	Routine work related to Security	ADG / Director	Director/ DDG (S)
10.	Routine work related to Security Projects	ADG / Director	Director/ DDG (S)
11.	Complaint cases related to lawful interception or security related matters against service providers	DO/ Director/ DDG (Security)/ Member (T)	Secretary (T)
12.	Investigation/ inspection reports received from Security Wing Units	DO/ Director	DDG (Security)
13.	Leave application of the head of the Security Wing Officers in field as well as SAG level utilised officers at headquarter	DO / Director	DDG (Security)
14.	Tour programme of head of the Security Wing Officers in field as well as SAG level utilised officers at headquarter	DO / Director	DDG (Security)
15.	Making of identity cards of head of the Security Wing Officers in field as well as SAG level utilised officers at headquarter	DO	Director/ G-I Section

16.	Application of Medical Advance/ Bill of the of head of the Security Wing Officers in field as well as SAG level utilised officers at headquarter	DO / Director	DDG (Security)
17.	LTC Advance / Bill of head of the Security Wing Officers in field as well as SAG level utilised officers at headquarter	DO / Director	DDG (Security)
18.	GPF Advance/ withdrawal of head of the Security Wing Officers in field as well as SAG level utilised officers at headquarter	DO	Director/ Admn – IV Section
19.	NOC for obtaining private passport of the officers of Security Wing	DO / Director	DDG (Security)-> Director (Staff)
20.	NOC for going abroad of the officers of head of the Security Wing Officers in field as well as SAG level utilised officers at headquarter	DO/Director/ DDG (Security)	DDG (Security) -> Director (Staff)
21.	Activities requiring permission under Conduct Rules, 1964 of head of the Security Wing Officers in field as well as SAG level utilised officers at headquarter	DO / Director	DDG (Security) -> Director (Staff)
22.	Posting and transfer in Security Wing	DO / Director	DDG (Security)/ Member (T) -> Director (Staff)
23.	Circulation of Circulars/ Orders etc. to Security Wing Officers	DO	Director
24.	Matters relating to budget/ accounts of Security Wing	DO / Director/ DDG(Security)/ Member(T)	Member (T)
25.	Periodical returns to Legal Cell, O&M Section etc.	DO/ Director	DDG (Security)

26.	PG Cases	SO/AD /ADG /Director	DDG (S)
27.	Routine matter of C-DOT	SO/AD /ADG /Director	DDG (Security)
28.	Budget allocation to C-DOT	Director/ DDG (S)	Member (T)
29.	Signing of C-DOT MoU	Director/ DDG (S)/ Member (T)	Secretary (T)
30.	Annual Business Plan of C-DOT	Director/ DDG (S)/ Member (T)/ Secretary(T)/ MOSC&IT	MOSC(IC)
31.	CDOT Governing Council meetings	Director/DDG(S)/ Member(T)/ Secretary(T)	MOSC&IT/ MOSC(IC)
32.	CDOT Steering Committee Meeting	Director/DDG(S)/ Member (T)	Secretary (T)
33.	Performance Review of C-DOT	DDG (S)/ Member (T)/ Secretary (T)	MOSC(IC)
34.	Reply of Audit Para	Director/ DDG (S)	Member (T)
35.	Processing Board level Appointment	Director/DDG(S)/ Member(T)/Secretary (T)	MOSC(IC)/ DoPT
36.	Disposal of Representation from C-DOT	Director/ DDG (S)/ Member (T)	Secretary (T)/ MOSC(IC)
37.	Foreign tours of Director and above in C-DOT	Director/DDG(S)/ Member(T)/ Member(F)/Secretary (T)	MOSC(IC)

## **9. Divisional Head : WIRELESS ADVISER**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Disposal</b>
1	All matters relating to policy of Spectrum Management.	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)/ Secy.(T)	MOSC(IC)
2.	Framing of Rules under Indian Wireless Telegraphy Act, 1933 for Spectrum management	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)/ Secy.(T)	MOSC(IC)
3.	Parliament Questions (Unstarred )	AWA (DWA)/ Sr.DWA/ JWA/WA/M(T)	MOSC(IC)
4.	Parliament Questions (Starred)	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)/ Secy.(T)	MOSC(IC)
5.	Parliament Assurances	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)	MOSC(IC)
6.	Replies to MPs & VIP references etc.	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)/ Secy.(T)	MOSC(IC)
7.	Preparation of Telecom Commission Note	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)	Secy.(T)
8.	Court Cases	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)	Secy.(T)
9.	Matter related to penal action for violation of provisions of IT Act, 1885/IWTA, 1933	AWA (DWA)/ Sr.DWA/ JWA/ WA/ LA	M(T)
10.	Audit matters		
	(a) Internal Audit	AWA (DWA)/ Sr.DWA/ JWA	WA
	(b) DAP/ATN	AWA (DWA)/ Sr.DWA/ JWA/ WA	M(T)
	(c) CAG Para	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)	Secy.(T)

11.	Delegation cases to ITU/APT and other foreign institutions on radio communication		
	(a) Above level of Sr. DWA	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)/M(F)/ Secy.(T)	MOSC(IC)
	(b) Up to level of Sr. DWA	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)/M(F)/	Secy.(T)
12.	Plans and Schemes		
	(a) Implementation of Plans/schemes of WMO	Sr.Dy. Director/ Director (WMO)/ WA/M(T)/M(F)	Secy.(T)
	(b) Implementation of plans/schemes of WPC & RLOs	AWA(DWA)/JWA/WA/ M(T)/M(F)	Secy.(T)
13.	All matters pertaining to Coordination with other ministries for Spectrum Management and allied matters	AWA(DWA)/ Sr.DWA/ JWA	WA
14.	International Coordination including ITU, APT on behalf of Government of India for Spectrum Management etc.	AWA(DWA)/ Sr.DWA/ JWA	WA
15.	Spectrum Auction		
	(a) Matters related to conduct of spectrum auction	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)	Secy.(T)
	(b) Frequency Assignment of auctioned spectrum	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)	Secy.(T)
16.	Harmonization/Liberalization/ Trading/Sharing/Reframing of spectrum including spectrum for cellular Mobile services	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)	Secy.(T)
17.	<b>(a) Satellite Services</b>		
	(i) Assignment of frequency for Teleport/DSNG/DTH etc. for broadcasting services and issue of LOI	AWA (DWA)/ Sr.DWA/ JWA/ WA/ M(T)	Secy.(T)
	(ii) Assignment of frequency for VSAT/ILD/NLD etc. for Telecommunication services and	Engr./AWA (DWA)/ Sr.DWA/JWA	WA

	issue of LOI		
	(iii) Temporary Frequency assignment	AWA (DWA)/ Sr.DWA/ JWA	WA
	(iv) Issue of WOL for Teleport/DSNG/DTH/VSAT/ILD/NLD	JWO/Engr./AWA(DWA)	Sr. DWA
	(v) Surrender/cancellation of WOL on request of Licencee	Engr./AWA (DWA)/ Sr.DWA/JWA	WA
	(vi) Revision/ Extension of DL	JWO/Engr./AWA(DWA)	Sr. DWA
	(vii) Renewal of WOL of Teleport/DSNG/DTH/VSAT/ILD/NLD licences etc.	JWO/Engr.	AWA(DWA)
	<b>(b) TV Channels</b>		
	(i) Endorsement of new TV Channels on Teleport licence	AWA (DWA)/ Sr.DWA/ JWA	WA
	(ii) Change of Teleport in respect of already endorsed TV channels	AWA (DWA)/ Sr.DWA/ JWA	WA
	(iii) Surrender/cancellation of WOL on request of Licencee	JWO/Engr./AWA(DWA)	Sr.DWA
	(iv) Change of Name of already endorsed TV Channel	JWO/Engr./ AWA(DWA)/ Sr.DWA	JWA
	(v) Renewal of Wireless Operating Licences	JWO/Eng.	AWA (DWA)
18.	All matters related to new frequency assignment on administrative basis		
	(a) Assignment of frequency through issue of LOI (above 806MHz)	AWA(DWA)/ Sr.DWA/ JWA	WA
	(b) Assignment of frequency through issue of LOI (below 806 MHz)	AWA(DWA)/ Sr.DWA	JWA
	(c) Surrender/cancellation of	JWO/Engr./	WA

	WOL on request of Licencee (above 806 MHz)	AWA(DWA)/Sr.DWA/ JWA	
	(d) Surrender/cancellation of WOL on request of Licencee (below 806 MHz)	AWA(DWA)/Sr.DWA	JWA
	(e) Revision/Extension of DL	JWO/Engr.AWA(DWA)	Sr.DWA
	(f) Addition/deletion of stations of a WOL	JWO/Engr.AWA(DWA)	Sr.DWA
	(g) Renewal of WOL	Asst./JWO/Engr.	AWA(DWA)
19.	All matters pertaining to frequency assignments under protocol for foreign missions/ dignitaries	AWA(DWA)/Sr.DWA	JWA
20.	All matters relating to SACFA clearance		
	(a) Revision/modification in SACFA procedure/policies	AWA(DWA)/Sr.DWA/ JWA/WA	Secy.(T)
	(b) All matters on general administrative & financial matters related to SACFA	AWA(DWA)/Sr.DWA/ JWA	WA
	(c) Clearance of sites under Mast Height/Full site Category	Engr./AWA(DWA)/ Sr.DWA	JWA
	(d) 7/40m Cases	JWO/Engr./AWA(DWA)	Sr.DWA
	(e) Additional Antennae Clearance	JWO/Engr./AWA(DWA)	Sr.DWA
	(f) Clearance of sites under Additional/Exempted category	JWO/Engr./AWA(DWA)	Sr.DWA
21.	Proficiency Examination/Amateur Licence		
	(a) Nomination of Examiners for RTR(A) and GMDSS Examination and declaration of Results of RTR(A)	AWA(DWA)/Sr.DWA/ JWA	WA
	(b) Recognition of training institutes for proficiency examinations, such as GOC/ROC etc.	AWA(DWA)/Sr.DWA/ JWA	WA

	(c) Issue of fresh RTR (Permit) and RTR (Conversion) Licence (COP)	JWO/Eng./AWA(DWA)	Sr.DWA
	(d) Issue of fresh ASOC Licence	JWO/Eng./AWA(DWA)	Sr.DWA
	(e) Surrender/cancelation of COP/ASOC certificate on request of holder	JWO/Eng./AWA(DWA)	Sr.DWA
	(f) Renewal of operators Licences (including COP licences and ASOC licences)	JWO/Eng.	AWA(DWA)
22.	Administrative Matters		
	(a) All matters relating to creation of posts (WPC & RLOs)	SO/AWA(DWA)/ Sr.DWA/JWA/WA/ (through Admn.)	Secy (T)
	(b) All matters related to creation of Posts (WMO)	SAO/Sr.Dy.Director/ Director(WMO)/WA/ (through Admn.)	Secy (T)
	(c) Vigilance related matters	SO/AWA(DWA)/ Sr.DWA/JWA	WA
	(d) Finance, budget, Accounts matters	SO/AWA(DWA)/ Sr.DWA/JWA	WA
	(e) Departmental Council/Staff Union matters	SO/AWA(DWA)/ Sr.DWA/JWA	WA
	(f) Allocation/distribution of allocated budget among RLOs	ASO/SO/AWA(DWA)/ Sr.DWA/JWA	WA
	(g) Monthly/Periodical returns – All groups and WPC section	Engr./AWA(DWA)/ Sr.DWA	JWA
	(h) Official Language matters and reports	ASO/SO/AWA(DWA)	Sr.DWA
23.	Regional Licensing Offices.		
	(a) All matters other than post creation	Eng/AWA(DWA)	JWA/Sr.DWA
	(b) All matters related to Management/arrangement of RTR(A) Examination and preparation of final list of candidates and issue of Admit	JWO/Eng./AWA(DWA)	JWA/Sr.DWA

	card etc.		
	(c) Issue of LOI/DL/WOL etc. (under ITA 1885/IWTA 1933) for all types of wireless licences/proficiency certificates etc.	JWO/Eng./AWA(DWA)	JWA/Sr.DWA
	(d) Renewal of all types of Wireless Licences/Proficiency certificates issued under 23(c) above	JWO/Eng.	AWA(DWA)

## **10. DDG (NT)**

<b>S. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	All matter related to Policy formulation for IPv6/M2M/Net Neutrality and other New Technology areas.	ADG/Dir/DDG	Advisor (T)/ Member (T)/ Secretary (T)/ MoC&T
2.	All matters pertaining to coordination with other Ministries/Departments of Central/State/UT Governments for implementation of IPv6/M2M & other new technology areas	ADG/Dir	DDG/Advisor (T)/ Member (T)/ Secretary (T)
3.	All matters pertaining to coordination with Service Providers, Content Providers, Equipment Vendors & other stakeholders for implementation of IPv6/M2M & other new technology areas	ADG/Dir	DDG/Advisor (T)/ Member (T)/ Secretary (T)
4.	Parliament Questions (Unstarred)	Dir/DDG/Advisor (T)/ Member (T)	MOSC(IC)
5.	Parliament Questions (starred)	Dir/DDG/Advisor (T)/ Member (T)	MOSC(IC)
6.	Parliament Assurances	Dir/DDG/Advisor (T)/ Member(T)/Secretary(T)	MOSC(IC)
7.	Parliament matters- Calling Attention Notices, Short Notices, etc.,	Dir/DDG/Advisor(T)/ Member(T)/Secretary(T)	MOSC(IC)
8.	Replies to MPs & VIP references etc.,	ADG/Dir/DDG	Advisor (T)/ Member (T)/ Secretary (T)/ MOSC(IC)
9.	All matters pertaining to Indian contribution to ITU, IGF, APNIC, APT, ICANN & other international bodies	ADET/ADG/Dir/DDG	Advisor (T)/ Member (T)/ Secretary (T)
10.	RTI applications	ADG/Dir	Director
11.	RTI Appeals	DDG	DDG

12.	Periodic reports/statements to Legal Cell, O&M section etc.,	ADG/Dir	DDG
13.	General administration activities for officers of NT Field Units eg. Leave, Tour Program, Medical Bill, LTC, GPF advance/withdrawal, Identity cards, NOC for passport/going abroad, Permission under conduct Rules 1964 etc.,	ADG/Dir	DDG/Advisor(T)-  Staff/ General section/ Admn. Section
14.	PG cases	ADETADG/Dir	DDG
15.	Court Cases/Arbitration cases/Audit paras	ADETADG/Dir/DDG	Adviser (T)/ Member (T)

## II. WINGALL DDGs UNDER MEMBER (SERVICES)

### 1. Divisional Head : DDG(ESTT.)

#### STG.I Section :

S. No.	Item of work	Level	Channel of submission	Level of final disposal
1.	Inter-unit transfers and posting of ITS/TTS/GCS Group 'A' officers (after clearance from Placement Committee).	JTS/STS	SO/US/DIR.	DDG
		JAG	SO/Dir/DDG/ M(S)	MOS (C&IT)
		SAG/HAG/HAG+	SO/US/Dir/DDG/M(S)/ Secy (T)	MOSC(IC)
2.	Intimation/information given under CCS Conduct Rules cases of ITS/TTS/GCS Group 'A' officers	JTS/STS	<b>SO/US</b>	<b>DIR.</b>
		JAG &above	<b>SO/US.</b>	<b>DDG</b>
3.	Commercial employment after retirement in r/o ITS/TTS/GCS Group 'A' officers.	JTS/STS	SO/US/DDG/(MS)	MOS(C&IT)M(C&IT)
		JAG &above	SO/US/DDG/M(S)/Secy (T)	MOSC(IC)
4.	Parliament questions I. Inputs II Reply <ul style="list-style-type: none"><li>• Unstarred</li><li>• Starred</li></ul> (Stared/Un-stared)		SO/US/Dir/DDG/M(S)SO/US/Dir/DDG/M(S)/ Secy(T)	DDG  MOS(C&IT) MOSC(IC)

5	NOC for obtaining passport /going abroad	JTS/STS	SO/US/Dir.	<b>Dir</b>
		JAG &above	SO/US//DDG(E)	<b>DDG</b>
6	Scrutiny and maintain of property returns of ITS/TTS/GCS Group 'A' officers.	JTS/STS	SO/US(SGT)/	<b>US</b>
		JAG &Above	Dir.(S)/DDG(E)	<b>US</b>
7	RTI cases relating to the subject being handled by the Section.	--	SO/US	Dir
			SO/US	DDG (for appeal )
8	All the court cases relating to the matter dealt within the Section.	--	SO/US/Dir.	DDG
9	Resignation /VR of ITS/GCS Group 'A' officers.	JTS/STS/JAG	SO/Dir./DDG/M(S)	MOS(C&I T)
		SAG & above	SO/Dir./DDG/M(S)/ Secy (T)	MOSC(IC)
10	Retirement of ITS/TTS/GCS Group 'A' officers	JTS/STS	<b>SO/US.</b>	<b>US</b>
		JAG & Above	<b>SO/US/Dir.</b>	<b>Dir.</b>
11	Preliminary examination of cases relating to violation of conduct rules by ITS/TTS/GCS Group 'A' officers before the cases are referred to Vigilance Branch for initiation of Departmental proceedings.	JTS/STS/JAG	SO/US/Dir/DDG	M(S)
		SAG & above	SO/Dir./DDG/M(S)	Secy (T)
12	Permission to pursue higher studies case of ITS/GCS Group 'A' officers.	JTS/STS	<b>SO/US/Dir</b>	<b>Dir</b>
		JAG & above	<b>SO/US/Dir.</b>	<b>DDG</b>
13	Counting of past service	--	SO/US/Dir	DDG(E)
14	Study leave /EOL/Ex-	--	SO/US/Dir/DDG	M(S)

	India leave in r/o ITS/GCS Group 'A'.			
15	Leave cases taken on strength in respect of ITS/GCS Group 'A' officers.	--	<b>SO/US</b>	<b>US</b>
16	Leave encashment and LTC of ITS/GCS Group 'A' officers		<b>SO</b>	<b>US</b>
17	Periodical returns		<b>SO</b>	<b>US</b>
18	Union Matters on which Estt. Related action is ordered.		SO/US/Dir	DDG(E)
19	VIP cases		SO/US/ DDG / M(S) / Secy (T)* *in Policy matters.	<b>MOS(C &amp; IT)</b>
20	Change of name /religion/date of birth cases of ITS/TTS/GCS Group 'A' officers.	JTS/STS	SO/US/Dir	<b>Dir</b>
21	Miscellaneous cases in respect of all cadres dealt with in the section	JAG & above up to Advisor	SO/US/DDG	M(S)
		--	SO/US/Dir	DDG

## **STG-II Section**

<b>S. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Final level of disposal</b>
1.	Right to Information (RTI) Act Cases	SO/US	Director
		SO/US	DDG (Appeal cases)
2.	Promotion to TES Group 'B' Cadre	SO/US/Dir./DDG	M(S)
3.	Service matters of Assistant Directors	Posting & Transfer	DDG
		Leave cases including leave encashment cases	Dir.

	(TES Group –B cadre)	Issuing seniority lists	SO/US/Dir.	DDG
		Pay fixation cases	SO/US	US
		NOC for obtaining passport for going abroad	SO/US	US
		Placement under MACP Scheme	SO/US/Dir.	DDG
		<b>Intimation under CCS (Conduct) Rules</b>	SO/US	US
		Court cases	SO/US/Dir.	DDG
		Retirement /VR/Pre-mature retirement	SO/US/Dir.	DDG
		Union /Association matters	SO/US/Dir.	DDG
		Permanent absorption in BSNL/MTNL	SO/US/Dir./DDG	M(S)
		Preliminary examination of cases relating to violation of conduct rules before the cases are referred to Vigilance Bench for initiation of departmental proceedings	SO/US/Dir./DDG	M(S)
		Forwarding of application for outside employment and processing the cases for higher studies	SO/US/Dir.	DDG
		Promotion to JTS grade on regular basis	SO/US/Dir/DDG/M(S)	MOS (C&IT)
		Promotion to STS grade on local officiating basis	SO/US/Dir./DDG	M(S)
Seniority fixation	SO/US/Dir.	DDG		
4.	VIP Reference	SO/US/Dir/ DDG / M(S) / Secy (T)* *in policy matters.	MOS (C&IT) MOSC(IC)	
5.	Parliament Question I. Inputs	SO/US/Dir.	DDG	

	II. Reply <ul style="list-style-type: none"> <li>• Unstarred</li> <li>• Starred</li> </ul>	SO/US/Dir./DDG/M(S)  SO/US/Dir./DDG/M(S)/ Secy (T)	MOS (C&IT)  MOSC(IC)
6.	Engagement of Consultants	SO/US/Dir./DDG/M(S)	Secy (T)
7.	Engineering Services Exam-Rules for ITS Group 'A' & CGS Group 'B' (JTO).	SO/US/Dir./DDG	M(S)
8.	Appointment of ITS Group 'A' & JTO Group 'B' officers based on Engineering Services Examination	SO/US/Dir./DDG	Advisor (O) for JTO
		SO/US/Dir./DDG/M(S)	MOS (C&IT) for ITS Group 'A'
9.	Probation /confirmation of DR/Promotee ITS Group 'A' officers and DR JTO Group 'B' officers	SO/US/Dir./DDG	Advisor (O) for JTO
		SO/US/Dir./DDG	M(S) for ITS Group 'A'
10.	Promotion to JTS officers to STS grade on regular basis	SO/US/Dir./DDG/M(S)	MOS (C&IT)
11.	Promotion to JTS officers to STS grade on local officiating basis	SO/US/Dir./DDG	M(S)
12.	Service matters of direct recruits ADEsT during their probation training period	SO/US/Dir.	DDG
13.	Service matters of direct recruits JTOs during their probation training period	SO/US/Dir.	DDG
14.	Amendment of Recruitment Rules of Ads & JTOs	SO/US/Dir./DDG	M(S)
15.	Periodic Returns	<b>SO/US</b>	<b>US</b>
16.	Other miscellaneous matters, not covered above, such as forwarding of representations to BSNL/MTNL and calling for action taken reports from them etc.	SO/US/Dir.	DDG
17.	Miscellaneous cases in respect of all cadres dealt with in the section	SO/US/Dir.	DDG

### **STG-III Section**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Final level of disposal</b>
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1.	RTI Cases	SO/US	Director
	Ist Appeal cases	SO/US	DDG
2.	VIP References	SO/US/Dir./DDG/M(S)/ Secy (T)* *in policy matter	MOS(C&IT) MOSC(IC)
3.	Parliament Question I. Inputs II. Reply • Unstarred • Starred	SO/US/Dir.  SO/US/Dir./DDG/M(S) SO/US/Dir./DDG/M(S)/ Secy (T)	DDG  MOS (C&IT) MOSC(IC)
4.	Preparation of eligibility lists of STS for promotion to JAG	SO/US/Dir.	DDG
5.	Sending proposal for conduction DPCs for promotion of ITS Group 'A' –JAG to Advisor	SO/US/Dir.	DDG
6.	Promotion/NFSG /NFU of ITS/ GCS Group 'A' I. JAG  II. NFU in SAG  III. SAG and above	SO/US/Dir./DDG/M(S)  SO/US/Dir./DDG/M(S)  SO/US/Dir./DDG/M(S)/ Secy (T)	MOS (C&IT)  MOS (C&IT)  MOSC(IC)
7.	Issuing the seniority list of ITS Group 'A' officers	SO/US/Dir.	DDG
8.	Deputation of ITS/GCS Group 'A' officers for central deputation i) Forwarding of application ii) Deputation upto JAG level officers iii) Deputation of SAG and above level officers iv) Finalization of terms & conditions of appointment on deputation basis of ITS Group "A" officers.	SO/US/Dir./DDG  SO/US/Dir./DDG/M(S)  SO/US/Dir./DDG/M(S)/ Secy (T)  SO/US/Dir.	M (S)  MOS (C&IT)  MOSC(IC)  DDG
9.	Permanent Absorption of ITS/ GCS Group 'A' officers in BSNL/MTNL	SO/US/Dir./DDG/M(S)/ Secy (T)	MOSC(IC)
10.	Court cases	SO/US/Dir.	DDG
11.	Union matters	SO/US/Dir.	DDG
12.	Periodic Returns	SO/US/Dir.	US
13.	Miscellaneous cases in respect of all cadres dealt with in the section	SO/US/Dir.	DDG

## TFS Section

Sl No.	Item of work	Channel of submission	Final level of Disposal.
1	Processing of disciplinary cases of Group 'C' & 'D' officials (DOT Optee/unobserved in BSNL/MTNL)	SO/US	Dir
2	Handling of Court/CAT cases in respect of disciplinary cases handled.	SO/US/Dir	DDG.
3	Handling of VIP cases.	SO/US/Dir / DDG /M(S)/ Secy (T)* *in Policy matters.	MOC & IT / MOS(C & IT)
4	RTI Cases Appeal cases	SO/US SO/US	Dir DDG
5	All residual & staff matters relating to Telecom Factory Service staff.	SO/US/Dir	<b>Dir</b>
6.	Parliament Question I. Inputs II. Reply • Unstarred • Starred	SO/US/Dir. SO/US/Dir./DDG/M(S) SO/US/Dir./DDG/M(S)/Secy (T)	DDG MOS (C&IT) MOSC(IC)
7.	Submission of reports /returns	SO/US	<b>US</b>
8.	Miscellaneous cases in respect of all cadres dealt with in the section	SO/US/Dir.	DDG

## SNG Section

Sl. No.	Item of work	Channel of submission	Final level of disposal
1.	Pre-absorption HRD matter relating to circle cadres JTOs, and other circle cadres i.e. Group 'C' and 'D'	SO/US/Dir.	DDG
2.	RTI Cases Ist Appeal cases	SO/US SO/US	Director DDG
3.	VIP References	SO/US/Dir./DDG/M(S) /Secy (T)* *in policy matter	MOS(C&IT) MOSC(IC)
4.	Parliament Question I. Inputs II. Reply • Unstarred	SO/US/Dir. SO/US/Dir./DDG/M(S)	DDG MOS (C&IT)

	• Starred	SO/US/Dir./DDG/M(S)/ Secy (T)	MOSC(IC)
5.	Retirement /VR/ pre-mature retirement in respect of JTOs, Circle cadres i.e. Group “C” & “D” (unabsorbed) officers/officials	SO/US	Dir
6.	Court cases	SO/US/Dir.	DDG
7.	Union matters on which Estt. related action is ordered	SO/US/Dir	DDG
8.	Permanent absorption of left out JTOs (GCS Group B), Circle cadre Group “C” & “D” (unabsorbed) officers/officials in other circle cadre of BSNL/MTNL	SO/US/Dir./DDG	M(S)
9.	Periodic Returns	SO/US	<b>US</b>
10.	Estt. matters of circle cadre of Group ‘C’, ‘D’ & JTOs posted in DOT	SO/US/Dir.	<b>Dir</b>
11.	Miscellaneous cases in respect of all cadres dealt with in the section	SO/US/Dir.	DDG

### **Director (CIVIL)**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1	Draft Audit Paras/ PAC/ C&AG Cases relating to PSUs	ASO/ US(CWG)/ Dir(Civil)	DDG (Estt.)
2	All Parliament matters including Parliament Standing Committee and Consultative Committee	ASO/US(CWG)/ Dir(Civil)/ DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
3	Minister cases from MPs, VIPs	ASO/US(CWG)/ Dir(Civil)/ DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
4	Cadre review of Civil stream cadre	ASO/US(CWG)/ Dir(Civil)/ DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
5	Association / Union References and related matters of Civil	ASO/US(CWG)/ Dir(Civil)	MOSC(IC)

	Wing		
6	DPC for probation Clearance/confirmation of Group A officers	ASO/US(CWG)/ Dir(Civil)/ DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
7	Transfer & posing of Gr. A officers in DoT to PSU & DoP	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
8	DPC for promotion from Gr. B to Gr. A	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
9	Service rules of P&T Building Works Gr. A Services	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
10	Deputation of Gr. A officers  (i) Upto JAG level  (ii) SAG & Above level	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)  ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)	M(S)  MOSC(IC)
11	Issuing the Seniority list of Gr. A officers	ASO/US(CWG)/ Dir(Civil)	DDG(Estt)
12	All court cases relating to Gr.A cadres	ASO/US(CWG)/ Dir(Civil)	DDG(Estt)
13	All court cases relating to promotion of P&T Civil Wing- Gr. B posts pre-absorption cases.	ASO/US(CWG)/ Dir(Civil)	DDG(Estt)
14	Intimation/information given under CCS Conduct Rules – cases of Gr. A officers  (i) JTS/STS  (ii) JAG & Above	ASO/US(CWG)  ASO/US(CWG)/ Dir(Civil)	Dir(Civil)  DDG(Estt)
15	Preliminary examination of		

	cases relating to violation of conduct rules  (i) JTS/STS/JAG  (ii) SAG & Above	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)  ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)	M(S)  Secy(T)
16	CVC reference and matters concerning them	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
17	NOC to Gr.A officers for obtaining passport/going abroad  (i) JTS/STS  (ii) JAG & Above	ASO/US(CWG)  ASO/US(CWG)/ Dir(Civil)	Dir(Civil)  DDG(Estt)
18	Financial up-gradation under ACP/NFU/NFSG Scheme	ASO/US(CWG)/ Dir(Civil)/ DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
19	RTI cases original  Appeals	ASO/US(CWG)  ASO/US(CWG)/ Dir(Civil)	Director-CPIO  Sr.DDG(BW)
20	Disaster Management	AEE(C)/Dir(Civil)/ DDG(Civil)/ Sr.DDG(BW)/ M(T)	Chairman(TC)
21	Matters relating to Passive infrastructure under USO Fund	AEE(C)/Dir(Civil)/ DDG(Civil)/ Sr.DDG(BW)/ M(S)	Chairman(TC)
22	Environment Protection	AEE(C)/Dir(Civil)/ DDG(Civil)/ Sr.DDG(BW)/ M(S)	Chairman(TC)
23	Commercial exploitation of DoT lands and building	AEE(C)/Dir(Civil)/ DDG(Civil)/ Sr.DDG(BW)/ M(S)	Chairman(TC)
24	Induction Training to P&T	AEE(C)/Dir(Civil)/ DDG(Civil)/	M(S)

	BWS Gr. A Probationers	Sr.DDG(BW)	
25	Technical Scrutiny of Estimates	AEE(C)/Dir(Civil)/ DDG(Civil)	Sr.DDG(BW)
26	Works Committee for Sanchar Bhawan works	AEE(C)/Dir(Civil)/ DDG(Civil)	Sr.DDG(BW)
27	Nomination for participation in ITU/BIS/RET conference/Technical Training etc.	AEE(C)/Dir(Civil)/ DDG(Civil)	Sr.DDG(BW)
28	Appointments & Resignations in Gr. A Services	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)
29	Cases relating to Absorption of Civil Wing Officers in MTNL/BSNL	ASO/US(CWG)/ Dir(Civil)/DDG(Estt)/ M(S)/Secy(T)	MOSC(IC)

## **SO (Pension)**

<b>Sl No</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Final level of Disposal.</b>
1	Pension Payment of pension/family pension i) Change of nomination, indemnity bond and grievances ii) Cases of grievances of Pensioner. iii) Provisional Pension iv) Life Time Arrear	SO(Pen)/US(STP) SO(Pen)/US(STP)/Dir(E) SO(Pen)/US(STP)/Dir(E) SO(Pen)/US(STP)/Dir(E) SO(Pen)/US(STP)/Dir(E) /DDG(E)/M(S)	US(STP) DDG(E) DDG(E) DDG(E) Secy(T)
2	Policy matters –Circulations of rules interpretation of rules ,Examination of cases and clarification relating to pension to DOT/BSNL/MTNL pensioners.	SO(Pen)/US(STP)/Dir(E)	DDG(E)
3	Issue of Identity cards to	SO(Pen)/US(STP)/Dir(E)	DDG(E)

	pensioners retiring from		
4	Verification of service and issue of qualifying service certificate.	SO(Pen)	US(STP)
5	Issue of certificate for concessional Telephone after retirement	SO(Pen)	US(STP)
6	Court cases connecting retirement benefits	SO(Pen)US(STP)/Dir(E)	DDG(E)
7	VIP references, Parliament question and other parliamentary matters related to above.	SO(Pen)/US(STP)/Dir(E) /DDG/Secy(T)*For starred question & in policy matters.	M(S) MOSC(IC)
8	RTI Cases	SO(Pen)/US(STP)	Dir(E) DDG(E) for appeals

### ADG(E&C)

Sl. No	Item of work	Channel of submission	Final level of Disposal.
1	Creation of posts: i) Gr. A posts above JAG ii) All Gr. B posts & Gr. A posts up-to JAG	ADG(E&C)/Dir/DDG/M(S)/Secy(T) ADG(E&C)/Dir/DDG/DDG(FEB)	MOC & IT M(S)
2	Retention of posts: i) Gr. A posts above JAG ii) All Gr. B posts & Gr. A posts above JAG	ADG(E&C)/Dir(E)/DDG/DDG(FEB) ADG(E&C)/Dir(E)/Dir(Finance)	M(S) DDG(E)
3	Permanency of Gr. A /Gr. B posts	ADG(E&C)/Dir/DDG(E)/DDG(FEB)	MS
4	Diversion of posts in DOT HQ/TEC/TERM/BSNL/MTNL i) Up-to Group B ii) Group A	ADG(E&C)/Dir(E) ADG(E&C)/Dir(E)/DDG(E)	DDG(E) M(S)
5	Court cases concerning above Subjects	SO/ADG(E&C)/Dir(E)/DDG(E)	M(S)/Secy.(T)* MOS(C&IT) MOSC(IC) *In case to be approved by MOSC(IC)
6	VIP references, Parliament questions and other Parliamentary matters related to above.	ADG(E&C)/Dir(E)/DDG(E)/M(S) Secy(T)* *For starred questions &	MOS(C&IT) MOSC(IC)

		in Policy matters.	
7	Submission of monthly/quarterly / half yearly /Annual statements for Establishment wing.	AD/ADG(E&C)/Dir(E)	DDG(E)
8	All other coordination work on for Establishment Wing	AD/ADG(E&C)/Dir(E)	DDG(E)
9	RTI Cases	AD/ADG(E&C)	DIR(E) DDG(E) for appeals.

## SO(PAT)

Sl. No	Item of work	Channel of submission	Final level of Disposal.
1	Implementation of Pay Commission notification & settlement of anomalies arising thereby.	SO(PAT/ADG(PAT) Dir(E)/DDG(E)	M(S)
2	Policy matters –Circulations of rules, interpretation of rules, examination of cases & clarification relating to: i) All the financial entitlement of staff like types of pay, allowances, advances and pay fixation . ii) Medical reimbursement /advance etc iii) Permanent advances ,cashimprest iv) Central Govt. Employees Group insurance scheme v) Leave travel concession vi) Income Tax vii) Attachment of salary in respect of Telecom Staff. viii) Fixation of pay of reemployed pensioners/ redeployed Govt. servants. ix) Assured Carrier Progression (ACP) x) Bonus	SO/(PAT)/ADG(PAT)Dir(E) SO/(PAT)/ADG(PAT)Dir(E) SO/(PAT)/ADG(PAT)Dir(E) SO/PAT/ADG(PAT)/Dir(E)SO/PAT/ADG(PAT)/Dir(E)SO/PAT/ADG(PAT)/Dir(E)SO/PAT/ADG(PAT)/Dir(E) SO/PAT/ADG(PAT)/Dir(E) SO/PAT/ADG(PAT)/Dir(E) SO/PAT/ADG(PAT)/Dir(E) SO/PAT/ADG(PAT)/Dir(E)	DDG(E) DDG(E) DDG(E) DDG(E) DDG(E) DDG(E) DDG(E) DDG(E)

3	Court cases concerning above matters	SO(PAT)/ADG(PAT)/Director(E)	DDG(E)
4	VIP references, Parliament question and other Parliamentary matters related to above.	SO(PAT)/ADG(PAT)/Director(E)/M(S)/Secy(T)* *For starred questions & in policy matters	MOS(C&IT) MOSC(IC)
5	RTI Cases	SO(PAT)/ADG(PAT)	Director(E) DDG(E) for appeals.

## **Divisional Head : DDG (Training)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	Paid participation of Telecom Officers in technical meetings, seminars, workshops, trainings held in India at the level of: (i) AD/ADG (ii) Director/DDG (iii) above DDG	ADG/Dir Dir/DDG/Adv(O)/Adv(F) ) Dir/DDG/Adv(O)/M(S)/ M(F)	DDG M(S) Secy(T)
2.	Long term training courses of DOT officers	Dir/DDG/Adv(o)/M(S)/ M(F)	Secy(T)
3.	Nominations of Telecom Officers for training in India	ADG/Dir	DDG
4.	Coordination with other Ministries/Departments with regard to trainings, seminars, workshops etc.	ADG/Dir/DDG	Adv(O)
5.	Coordination with national/international training institutes with regard to trainings, seminars, workshops etc.	ADG/Dir/DDG	Adv(O)
6.	Coordination of mid career training programme for Telecom Officers	ADG/Dir/DDG	Adv(O)
7.	Coordination of training activities with NTIPRIT	ADG/Dir/DDG	Adv(O)
8.	Parliament questions: (i) Starred  (ii) Unstarred	ADG/Dir./DDG/Adv(O)/ M(S)/Secy(T) ADG/Dir./DDG/Adv(O)/ M(S)	MOSC(IC)  MOSC(IC)
9.	RTI cases, Routine returns, reports etc.	ADG/Dir.	DDG

**1. Divisional Head : DDG (Skill Development)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	Coordination of skilling initiatives with NTIPRIT	ADG/Dir/DDG	Adv(O)
2.	Coordination with other Ministries/Depts. and Organisations with regard to skill development initiatives	ADG/Dir/DDG	Adv(O)
3.	Coordination with national/international institutes with regard to skilling initiatives	ADG/Dir/DDG/ Adv(O)	M(S)
4.	MoUs with national/international institutes with regard to skilling initiatives	ADG/Dir/DDG/ Adv(O)	M(S)
5.	New issues related with Apex body	ADG/Dir/DDG/ Adv(O)/ M(S)	Secy(T)
6.	Action items related with Apex body	ADG/Dir/DDG/ Adv(O)	M(S)
7.	New issues related with Advisory Groups	ADG/Dir/DDG	Adv(O)
8.	Action items related with Advisory Groups	ADG/Dir	DDG
9.	Parliament questions: (i) Starred  (ii) Unstarred	ADG/Dir/DDG/Adv(O)/ M(S)/Sec(T) ADG/Dir/DDG/Adv(O)/ M(S)	MOSC(IC)  MOSC(IC)
10.	RTI cases, routine returns, reports etc.	ADG/Dir	DDG
11.	Paid participation in technical meetings, seminars, workshops, trainings held in India at the level of: (i) Domestic (ii) Foreign	ADG/Dir/DDG ADG/Dir/DDG/Adv(O)	Adv(o) M(S)
12.	Nominations for trainings (i) Domestic (ii) Foreign	ADG/Dir ADG/Dir/DDG/Adv(O)	DDG M(S)

## **2. Divisional Head : DDG (PG)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	Arbitration matters	SO or AD/ADG or US/DIR/	DDG
2.	Secret/ top Secret matter regarding PG Wing pertaining to MHA	DDG/Advisor/Member(TC)	Chairman(TC)
3.	All matters relating to customer Services	SO or AD/ ADG or US/DIR	DDG
4.	Disposal of grievances booked in CPGRAMS	SO or AD	ADG or US
5.	Policy of Telephone Adalats, Open House Session etc.	SO or AD/ ADG or US/Dir./DDG/Advisor	Member(TC)
6.	Audit Para	SO or AD/ADG or US/Director	DDG
7.	Draft Telecom Commission Memo	SO or AD/ADG or US/Director/DDG/Advisor	Member(TC)
8.	Draft Cabinet Notes	DDG/Advisor/Member(TC)/Chairman(TC)	MOSC(IC)
9.	VIP reference of grievances etc.	SO or AD/ ADG or US/DIR/ DDG/Advisor	Member(TC) or Chairman(TC) or Mos(C&IT)/MOSC(IC)
10.	Parliament Questions and other Parliamentary matters relating to above subjects	SO or AD/ ADG or US/DIR/ DDG/Adv	Member(TC) or Chairman(TC) /MOSC(IC)
11.	Court cases/legal matters	SO or AD/ ADG or US	DDG
12.	Information under RTI Act	SO or AD/ADG or US	Director
13.	RTI Appeal	PS to DDG	DDG
14.	Citizen Charter	SO pr AD/ADG or US/Director/DDG/Advisor/Member(TC)	Chairman(TC)

## **Group Head: DDG (PHP)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	Allotment of out of turn telephone connections and allied matters	SO or AD / ADG or US / DIR./ DDG/ Adv. (O) / M(S)	CH(TC) or MOS(C&IT) or MOSC(IC)
2.	Matters pertaining to MP quota cases	SO or AD / ADG or US / DIR./ DDG/ Adv. (O)/ M(S)/ CH(TC)	MOSC(IC)
3.	Liaison with Lok Sabha Sectt. /Rajya Sabha Sectt. for monitoring the matters pertaining to Hon'ble MPs	SO or AD / ADG or US / DIR	DDG
4.	Telephone advisory Committees (TACs), Policy and Allied Matters	SO or AD / ADG or US / DIR/ DDG/ Adv.(O)/ M(S)/CH(TC)	MOSC(IC)
5	Policy of Service Telecom Facilities to serving DOT Employees.	SO or AD / US or ADG / DIR. / DDG / Adv. (O)	M(S)
6.	Policy of Concessional Telephone Connections to serving DoT employees.	SO or AD / US or ADG / DIR. / DDG / Adv. (O)	Member(S)
7.	Policy of Concessional Telephone Connections to retired DoT employees.	SO or AD / US or ADG / DIR. / DDG / Adv. (O) / M(S)/CH(TC)	MOSC(IC)
8.	Service Telecom Facilities to DOT serving employees both Residential Telephone Connection & Office Telephone Connection including RAX , etc.	SO or AD / ADG or US	DIR.
9.	Sanction of Service Leased Lines, Value Added Services on Service Telecom Facilities	SO or AD / ADG or US/DIR	DDG
10.	Concessional telephone to serving DOT employees	SO or AD / ADG or US	DIR.
11.	Policy of publishing of Telephone Directory	SO or AD / US or ADG/ DIR. / DDG/ Adv.(O)/ M(S)/ CH(TC)	MOSC(IC)
12.	Matters related to PCO.	SO or AD / ADG or US / DIR./DDG/Adv.	Member(S)
13	Audit Para	SO or AD / ADG or US / DIR.	DDG
14.	Draft Telecom Commission Memo	SO or AD / ADG or US / DIR/ DDG	M(S)
15.	Draft Cabinet notes	DDG/ Adv. (O)/ M(S) / CH(TC)	MOSC(IC)

16.	Parliament Questions and other Parliamentary matters relating to above subjects	SO or AD / ADG or US / DIR/ DDG / Adv. (O)/ M(S) or CH (TC).	MOS(C&IT) or MOSC(IC)
17.	Information under RTI Act	SO or AD / US or ADG	DIR
18.	RTI Appeal	PS to DDG	DDG

### **3. Divisional Head : DDG(SU)**

#### **SU III Section**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	Laying of Annual Report of TCIL	US/ Dir/ DDG/ Adv(O)/ M(S)	Secretary (T) or MOS (C&IT)
2.	MoU between Government and TCIL	US/ Dir/ DDG/ Adv (O)/ M(S)	Secretary (T) or MOS(C&IT)
3.	Court Cases of TCIL	US/ Dir/ DDG/ Adv(O)/ M(S)	Secretary (T)
4.	Public Grievances	US/ Dir	DDG
5.	VIP references	US/ Dir/ DDG/ Adv (O)/ M(S)/ Secretary (T)	MOS(C&IT) or MOSC(IC)
6.	Parliament questions and other Parliament matters relating to TCIL	US/ Dir/ DDG/ Adv (O)/ M(S)/ Secretary (T)	MOS(C&IT) or MOSC(IC)
7.	All other matters (except Board level appointments) of TCIL	US/ DIR/ DDG/ Adv(O)	M(S)
8.	Court cases of ex VSNL/ OCS employees	SO/ ADG/ Dir/ DDG/ Adv (O)/ M(S)	Secretary (T)
9.	Board Agenda items related with VSNL/ TCL	SO/ ADG/ Dir/ DDG/ Adv (O)/ M(S)	MOC & IT
10.	Other Residual matters of VSNL	SO/ ADG/ Dir/ DDG/ Adv (O)	M(S)
11.	All matters of Hemisphere Properties India Ltd. (HPIL)	SO/ ADG/ DIR/ DDG/ Adv (O)	M(S)
12.	VIP references, Parliament questions and other Parliament matters relating HPIL VSNL	SO/ ADG/ Dir/ DDG	Adv(O) or M(S) or Secretary (T) or MOS(C&IT) or MOSC(IC)

#### **Factory Section**

<b>S. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	Meeting of the Cabinet Committee on disputes (ITI)	SO/ ADG/ Dir/ DDG/ Adv(O)/ M(S)	Secretary(T)
2.	Draft Audit Paras (ITI)/ ATN	ADET/ ADG/ Dir/DDG/Adv(O)	M(S)
3.	MP/ VIP cases pertaining to ITI	SO/ ADG/ Dir/ DDG/Adv(O)/ M(S)	Secretary(T) or MOS(C&IT) or MOSC(IC)
4.	PM's Shram Awards ITI	SO/ ADG/ Dir/ DDG/ Adv(O)/ M(S)	Secretary(T)

5.	Wage Revision of Executives of ITI	SO/ ADG/ Dir/ DDG/ Adv (O)/ M(S)	Secretary(T) or MOSC(IC)
6.	Representation of/ Petition from ITI employees/ retired employees on service matters	SO/ ADG/ Dir	DDG
7.	Court cases filed by employees/ ex-employees	ADET/ ADG/ Dir	DDG
8.	Laying of Annual Report of ITI	SO/ ADG/ Dir/ DDG/ Adv (O)/ M(S)	Secretary(T) / MOSC(IC)
9.	MoU between Government and ITI	SO/ ADG/ Dir/ DDG/ Adv (O)/ M(S)	Secretary(T) / MOSC(IC)
10.	Residual matters of HTL	SO/ ADG/ Dir/ DDG/ Adv(O)	M(S)
11.	Monitoring of Production Performance of ITI – Quarterly and Monthly reports	SO/ ADG/ Dir	DDG
12.	Five Year Plans, Annual Plans, Action Plans/ Performance Review Reports	ADET/ADG/ Dir/ DDG/ Adv (O)	M(S)
13.	Monthly/ Quarterly Performance Review meeting	SO/ ADG/ Dir/ DDG/ Adv (O)	M(S)
14.	Clearance for visit of foreigners to PSUs	ADET/ ADG/ DDG/ Adv (O)	M(S)
15.	Voluntary Retirement Scheme/ National Renewal Fund	SO/ ADG/ DIR/ DDG/ Adv (O)	M(S)
16.	Industrial disputes/ Court cases	ADET/ADG/ Dir/ DDG/ Adv (O)	M(S)
17.	Issue of statutory certificate for availing customs duty rebate	ADG	Dir
18.	Liquidated damages cases	ADG/ Dir	DDG
19.	Co-operation, Co-ordination & Production Planning between two PSUs	Dir/DDG/Adv(O)/ M(S)	Secretary(T)
20.	Matters related to disinvestments : (a) Policy and view of DOT  (b) Other matters	Dir/ DDG/ M(S)/ M(F) ADG/ Dir	MOSC(IC)  DDG
21.	Miscellaneous/ Residual matters	SO/ ADG/ Dir	DDG

## **DDG(SR)**

### **SR Section**

<b>Sl. No.</b>	<b>ITEM OF WORK</b>	<b>CHANNEL OF SUBMISSION</b>	<b>LEVEL OF FINAL DISPOSAL</b>
1	Recognition of Unions/Associations of DOT	SO/US/DS/DDG/ Adv.(O)/Member(S)/ Secretary(T)	MOSC(IC)
2.	Coordination of meetings of recognised Unions/ Associations of BSNL/MTNL	SO/US/Director/DDG/ Adv.(O)	Adv(O) OR Member(S) OR Secretary(T)
3.	Industrial Dispute cases received from Ministry of Labour and Employment in respect of BSNL/ MTNL	SO/US/Director	DDG
4.	Liason with Lok Sabha Sectt./ Rajya Sabha Sectt. For monitoring the matters pertaining to Hon'ble MPs	SO/US/Director	DDG
5.	VIP Reference of grievances etc.	SO/US/Director/DDG/ Adv.(O)/Member(S)/ Secretary(T)	MOSC(IC)
6.	Parliament Questions and other Parliamentary matters relating to above subject	SO/US/Director/DDG/ Adv.(O)/Member(S)/ Secretary(T)	MOSC(IC)
7.	Court cases/ Legal matters	SO/US/Director	DDG
8.	Information under RTI Act	SO/US/Director	DDG
9.	RTI Appeal	DDG	DDG

## **ESTATE Section**

<b>Sl. No.</b>	<b>ITEM OF WORK</b>	<b>CHANNEL OF SUBMISSION</b>	<b>LEVEL OF FINAL DISPOSAL</b>
1	All Residual matters relating to P&T quarters of BSNL/MTNL	SO/US/Director/DDG/ Adv(O)/Member(S)	Secretary(T)
2	Appointment of Arbitrator in respect of Land & Building cases pertaining to pre 2000 era	SO/US/Director/DDG/ Adv(O)	Member(S)
3	Notices received u/s80 CPC regarding rented accommodation in field units	SO/US/Director	DDG
4.	Court cases where Estate section comes into picture- routine cases	SO/US/Director	DDG
5.	Court cases – important High Court cases/ Supreme Court cases / where other departments are also involved	SO/US/Director/DDG/ Adv.(O)	Member(S)/ Secretary(T)
6.	Liasion with Lok Sabha Sectt./Rajya Sabha Sectt. For monitoring the matters pertaining to Hon'ble MPs	SO/US/Director	DDG
7.	VIP References of grievances, etc.	SO/US/Director/DDG/ Adv.(O)/Member(S)/ Secretary(T)	MOSC(IC)
8	Parliament Questions and other Parliamentary matters relating to above subject	SO/US/Director/DDG/ Adv.(O)/Member(S)/ Secretary(T)	MOSC(IC)
9	Court cases/ Legal matters	SO/US/Director	DDG
10	Information under RTI Act	SO/US/Director	DDG
11	RTI Appeal	DDG	DDG

## **SCT Section**

<b>Sl. No.</b>	<b>ITEM OF WORK</b>	<b>CHANNEL OF SUBMISSION</b>	<b>LEVEL OF FINAL DISPOSAL</b>
1	De-reservation cases received from Cadre Authorities	Director/DDG/Adv.(O)/Member(S)	Secretary(T)
2	Completion of annual statement received from various units of DOT	SO/US/Director	DDG
3	Action on complaints/grievances received in respect of SCs and STs employees of the DOT	SO/US/Director	DDG
4.	Submission of VIP cases i.e. MPs/MLAs and Parliament Questions	SO/US/Director / DDG/Adv.(O)	Member(S)/Secretary(T)/MOSC(IC)
5.	Issue of certificate before convening DPC	SO/US	DS(SSR) & Liaison Officer (LO)
6.	Coordination of references received from NCSC, NSCT, Lok Sabha/ Rajya Sabha Sectt.	SO/US/DS(SR) & LO	DDG
7.	Liasion with Lok Sabha Sectt./Rajya Sabha Sectt. For monitoring the matters pertaining to Hon'ble MPs	SO/US/DS	DDG
8	Parliament Questions and other Parliamentary matters relating to above subject	SO/US/Director/DDG/Adv.(O)/Member(S)/Secretary(T)	MOSC(IC)
9	Court cases/ Legal matters	SO/US/DS	DDG
10	Information under RTI Act	SO/US/DS	DDG
11	RTI Appeal	DDG	DDG

## **UNIT IV. Chief Vigilance Officer (CVO), DoT**

<b>S. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	<b>Examination of complaints having vigilance angle and initiation of investigation</b>	Asstt./SO/US/DIR	CVO
2.	<b>Examination of investigation reports and initiation of disciplinary proceedings for seeking first stage advice of CVC *</b>		
2a	Group 'B'-JTO	Asstt./SO/US/DIR/CVO	Advisor (O)
2b	Group 'B'- SDE/AD & Equivalent	Asstt./SO/US/DIR/CVO	Member (TC)
2c	Group 'B'- JAO/AAO/AO & Equivalent	Asstt./SO/US/DIR/ CVO	Member (F)
2d	Group 'A'	Asstt./SO/US/DIR/CVO/ Secy (T)	MOSC(IC)
2e	CMD & Board level officers of PSUs	Asstt./SO/US/DIR/CVO/ Secy (T)	MOSC(IC)
3.	<b>Examination of CBI reports for seeking 1<sup>st</sup> stage advice of CVC for issuance of Prosecution Sanction/RDA Order</b>		
3a	Group 'C' & 'D'	<u>Asstt./SO/US/DIR</u> (Vig.)	Director(Staff)
3b	Group 'C' & 'D' (Finance)	<u>Asstt./SO/US/DIR</u> (Vig.)	DDG (E&T)
3c	Group 'B'- JTO	Asstt./SO/US/DIR/CVO	Advisor(O)
3d	Group 'B'- SDE/AD & Equivalent	Asstt./SO/US/DIR/CVO	Member(TC)
3e	Group 'B'- JAO/AAO/AO & Equivalent	Asstt./SO/US/DIR/CVO	Member (F)
3f	Group 'A'	Asstt./SO/US/DIR/CVO/ Secy(T)	MOSC(IC)
3g	CMD & Board level officers of PSUs	Asstt./SO/US/DIR/CVO/ Secy(T)	MOSC(IC)
4.	<b>Acceptance of 1<sup>st</sup> stage advice of CVC for issue of RDA orders / Prosecution sanction/Issue of charge-sheet</b>		

4a	Group 'C' & 'D'	<u>Asstt./SO/US/DIR</u> (Vig.)	Director(Staff)
4b	Group 'C' & 'D' (Finance)	<u>Asstt./SO/US/DIR</u> (Vig.)	DDG (E&T)
4c	Group 'B'- JTO	Asstt./SO/US/DIR/CVO	Advisor(O)
4d	Group 'B'- SDE & Equivalent	Asstt./SO/US/DIR/CVO	Member(TC)
4e	Group 'B'- JAO/AAO/AO & Equivalent	Asstt./SO/US/DIR/CVO	Member (F)
4f	Group 'A'	Asstt./SO/US/DIR/CVO/ Secy (T)	MOSC(IC)
4g	CMD & Board level officers of PSUs	Asstt./SO/US/DIR/CVO/ Secy(T)	MOSC(IC)
5.	<ul style="list-style-type: none"> <li>• Examination of inquiry reports for seeking 2<sup>nd</sup> stage advice of CVC</li> <li>• Acceptance of 2<sup>nd</sup> Stage advice</li> <li>• Tentative decision before sending to UPSC</li> <li>• Acceptance of UPSC advice</li> <li>• Issue of final orders</li> </ul>		
5a	Group 'C' & 'D'	<u>Asstt./SO/US/DIR</u> (Vig.)	Dir (Staff)
5b	Retired Group 'C' & 'D' employee of DoT	SO/US/DIR/CVO/ Secy(T)	MOSC(IC)
5c	Group 'C' & 'D' (Finance)	<u>Asstt./SO/US/DIR</u> (Vig.)	DDG (E&T)
5d	Group 'B'- JTO **	SO/US/DIR/CVO	Advisor(O)
5e	Group 'B'- SDE & Equivalent **	SO/US/DIR/CVO	Member(TC)
5f	Group 'B'-JAO/AAO/AO & Equivalent **	SO/US/DIR/CVO	Member (F)
5g	Group 'A'	SO/US/DIR/CVO/ Secy(T)	MOSC(IC)
5h	CMD & Board level officers of PSUs	SO/US/DIR/CVO/ Secy(T)	MOSC(IC)
5i	Absorbed officials in PSUs/Autonomous Bodies (all level) #	<u>SO/US/DIR</u> (Vig.)	CVO

6.	<b>Appeals, revision &amp; review petitions</b>		
6a	Group 'C' & 'D' (against penalty imposed under CCS(CCA) Rules, 1965)	<u>Asstt./SO/US/DIR(Staff)</u> (Vig.)	DDG(Estt.)
6b	Group 'C' & 'D' (against penalty imposed under Rule 9 of CCS(Pension) Rules, 1972)	SO/US/DIR/CVO/ Secy (T)	MOSC(IC)
6 c	Group 'C' & 'D' (Finance)	<u>Asstt./SO/US/DIR/CVO</u> (Vig.)	Advisor (F)
6d	Group 'B' - JTO	<u>SO/US/DIR/CVO</u> (Vig.)	Member (TC)
6e	Group 'B' – SDE & Equivalent	SO/US/DIR/CVO/ Secy(T)	MOSC(IC)
6f	Group 'B' – JAO/AAO/AO & Equivalent	SO/US/DIR/CVO/ Secy(T)	MOSC(IC)
6g	Group 'A' (Review Petition)	SO/US/DIR/CVO/ Secy(T)	MOSC(IC)
6h	CMD & Board level officers of PSUs	SO/US/DIR/CVO/ Secy (T)	MOSC(IC)
7.	<b>MP/ VIP references</b>	SO/US/DIR/CVO/ Secy (T)	MOSC(IC)
8.	<b>Parliament Questions, Assurances &amp; related matters</b>	SO/US/DIR/CVO/ Secy(T)	MOSC(IC)
9.	<b>Court Cases/legal Matters ##</b>		
9a	Preparation of para-wise comments, counter affidavit filing, reply to affidavit	<u>AD</u> <u>SO</u> } (Legal)/DIR/CVO <u>ADG</u>	LA
9b	Implementation of CAT/Court Orders and issue of orders in pursuance of Court order.	DO or US (of Vig.A, Vig. B)/ AD or SO or ADG (Legal)/ DIR/CVO/ Secy (T)	MOSC(IC)
10.	<b>Issue of vigilance clearance</b>	Asstt./SO/US/DIR	CVO
11.	<b>Ratification of penalty affecting pension of absorbed officers</b>	SO/US/DIR/CVO/ Secy (T)	MOSC(IC)
12.	<b>Appointment of CVO in PSUs/ Autonomous Bodies {under administrative control of DoT}</b>	Asstt./SO/US/DIR/CVO/ Secy(T)	MOSC(IC)

\* The composite cases are to be dealt as per highest ranked DoT officer (Non-absorbed). The CVC advice is required only in case of Gr. A officers and Board level officers, including CMD.

- \*\* In case of any variation in 1<sup>st</sup> stage advice of CVC and decision of the disciplinary authority, the matter referred to CVC for 2<sup>nd</sup> stage advice.
- # Only in cases when the action proposed by PSU in case of composite case is different from the first stage advice of CVC.
- ## Inputs to be taken from the Legal Advisor and the cadre controlling authorities, as and when required.

Note: For channel of submission AD is equivalent to SO, ADG is equivalent to US and DS is equivalent to Director.

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## **I. UNIT : SPECIAL SECRETARY (T)**

### **4. Divisional Head - Joint Secretary (T)**

Group Head : Joint Secretary (T)

#### **POLICY-I SECTION under Director (Policy)**

<b>S. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
<b>I.</b>	<b>Policy Matters</b>		
1.	Right of Way ( RoW ) Policy and related issues	US/Director/JS(T)	AS(T)/Secretary(T)/MOSC(IC)
2.	Communication Bill and related works	US/Director/JS(T)	AS(T)/Secretary(T)/MOSC(IC)
3.	Implementation and review of National Telecom Policy-2012	US/Director/JS(T)	AS(T)/Secretary(T)/MOSC(IC)
<b>II.</b>	<b>Coordination Work</b>		
1.	Coordination for e-SamikSha	SO/US/Director/JS(T)	AS(T)/Secretary(T)
2.	Coordination for PRAGATI	SO/US/Director/JS(T)	AS(T)/Secretary(T)
3.	Works related to review important activities/Issues of Immediate Concern of DoT	SO/US/Director/JS(T)	AS(T)/Secretary(T)/MOSC(IC)
4.	Infrastructure Targets	SO/US/Director/JS(T)	AS(T)/Secretary(T)
5.	Co-ordination work of JS (T) Wing	SO/US/Director	JS(T)
<b>III.</b>	<b>Cabinet Notes</b>		
1.	Comments on Cabinet Notes received from various Departments/Ministries	SO/US/Director/JS(T)/AS(T)/Secretary(T)	/MOSC(IC)
<b>IV.</b>	<b>Parliament Questions/related Parliament Matters</b>		
1.	Starred/Unstarred Questions	SO/US/Director/JS(T)/AS(T)/ Secretary(T)	MOSC(IC)
2.	Parliament Questions-Part Reply	SO/US/Director	JS(T)
3.	Parliamentary Assurances	SO/US/Director/JS(T)/AS(T)/ Secretary(T)	MOSC(IC)
4.	Other Parliament related matters (Briefs/Background Notes etc.)	SO/US/Director/JS(T)	AS(T)/Secretary(T)
<b>V.</b>	<b>VIP References</b>		
1.	Inputs for replying to issues raised by MPs/VIPs etc.	SO/US/Director/JS(T)	AS/Secretary(T)/MOSC(IC)
<b>VI.</b>	<b>Other Miscellaneous Works</b>		
1.	Sharing of Infrastructure	Director/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
2.	RTI Questions	SO/US	Director&CPIO

3.	RTI related matters	SO/US	Director&CPIO/ JS(T)&FAA
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## **TCO Section**

<b>S. No.</b>	<b>Item Of Work</b>	<b>Channel Of Submission</b>	<b>Level Of Final Disposal</b>
<b>I.</b>	<b>Works related to Telecom Commission</b>		
1.	Approval of Agenda Items for the meeting of Telecom Commission	SO/Director/JS(T)/ AS(T)	Secretary(T)
2.	Approval of the Minutes of the meetings of the Telecom Commission	AS(T)	Secretary(T)
3.	Circulation of Agenda Items, Action Taken Statements and Officials Briefs of the Telecom Commission	SO/Director/JS(T)	AS(T)
4.	Other Miscellaneous Works	SO/Director/JS(T)	AS(T)
<b>II.</b>	<b>Results-Framework Document (RFD) of the Department of Telecommunications &amp; RCs</b>		
1.	Preparation of RFD of DoT	SO/Director/JS(T)/ AS(T)/ Secretary(T)	MOSC(IC)
2.	Monitoring of achievements in r/o DoT's RFD	SO/Director/JS(T)	AS(T)
3.	Approval of the RFDs of the Responsibility Centres (RCs) of DoT	SO/Director/JS(T)/ AS(T)	Secretary(T)
4.	Monitoring of achievements n r/o the RFDs of the RCs of DoT	SO/Director/JS(T)	AS(T)
<b>III.</b>	<b>Digital India</b>		
1.	Important action taken reports to be furnished to the PMO, DeitY and other Departments	SO/Director/JS(T)/ AS(T)	Secretary(T)
2.	Other issues	SO/Director	JS(T)/AS(T)
<b>IV.</b>	<b>Parliamentary Questions/Other Parliament related matters</b>		
1.	Unstarred Questions	SO/Director/JS(T)/ AS(T)/Secretary(T)	MOSC(IC)
2.	Starred Questions	SO/Director/JS(T)/ AS(T)/Secretary(T)	MOSC(IC)
3.	Parliament Questions-Part Reply		
4.	Other Parliament related matters (Brief/Background Notes etc.)	SO/Director/JS(T)/ AS(T)	Secretary(T)
<b>V.</b>	<b>Other Miscellaneous Works</b>		

1.	RTI Questions	SO	Director & CPIO
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## **Absorption Cell**

<b>Sl. No.</b>	<b>Item Of Work</b>	<b>Channel Of Submission</b>	<b>Level Of Final Disposal</b>
1.	All Policy matters relating to absorption of Group 'A' officers in BSNL/MTNL and deployment of ITS officers in BSNL/MTNL	SO/Director/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
2.	All court cases on policy matters relating to absorption of Group 'A' officers in BSNL/MTNL	SO/Director/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
3.	Other Misc. issues relating to absorption of Group 'A' officers in BSNL/MTNL	SO/Director	JS(T)

## **PSA Section**

<b>Sl. No.</b>	<b>Item Of Work</b>	<b>Channel Of Submission</b>	<b>Level Of Final Disposal</b>
1.	Appointment/extension/Voluntary Retirement/ Removal of Board Level Officers in BSNL & MTNL.	US/ Director/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
2.	Pay fixation/Release of terms and conditions of appointment	US/Director/JS(T)	DDG(TPF)
3.	Confirmation	US/Director/JS(T)/AS(T)	Secretary(T)
4.	Submission of Monthly/Quarterly/ Half-yearly Report	US/ Director	JS(T)
6.	Annual Confidential Reports: i. In respect of CMD  ii. In respect of Directors	US/ Director/JS(T)/AS(T)/ Secretary(T) US/ Director/JS(T)/AS(T)/ Secretary(T)	MOSC(IC) MOSC(IC)
7.	Parliament Questions/Assurances/ Minister's VVIP cases	US/ Director/JS(T)/AS(T)/ Secretary(T)	MOSC(IC)
8.	Obtaining Vigilance Clearance	US/ Director	JS(T)
9.	Court Cases	US/ Director	JS(T)
10.	First two Reminders related to position	US	Director
11.	After second reminder	US/ Director	JS(T)
12.	Foreign visit of Board Level	US/ Director/JS(T)/	MOSC(IC)

	Officers	AS(T)/Secretary(T)/	
13.	Retirement release of Board Level Officers	US/ Director	JS(T)

## **PSU Unit**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	All operational matters concerned with BSNL/MTNL/BBNL except specifically allotted to others	SO/US/Director/JS(T)/AS(T)	Secretary(T)
2.	Telecom development in North-East including USOF supported schemes	SO/US/Director/JS(T)/AS(T)	Secretary(T)
3.	Audit matters of MTNL/BSNL/BBNL	SO/US/Director/JS(T)/AS(T)	Secretary(T)
4.	Parliament Questions/Assurances relating to MTNL/BSNL/BBNL	SO/DS/DDG/JS(T)/AS(T)/Secretary (T)	MOSC(IC)
5.	Court Cases relating to MTNL/BSNL/BBNL	SO/US/DDG/JS(T)/AS(T)	Secretary (T)
6.	VIP references relating to MTNL/BSNL/BBNL	SO/US/DDG/JS(T)/AS(T)/Secretary (T)	MOSC(IC)

## **Restructuring Cell**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of Final disposal</b>
1.	Administration of TRAI Act and other administrative matters relating to TRAI and TDSAT		
	(a)Framing of Rules under the Act	SO/US/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
	(b)Laying of Rules/Regulations under the Act	SO/US/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
	(c)Laying of Annual Report of TRAI	SO/US/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
	(d)Administration of TRAI Act	SO/US/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
	(e) Creation of posts of TDSAT/TRAI	SO/US/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
	(f)Other matters relating to above in respect of TRAI/TDSAT	SO/US/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
2.	All matters relating to DoT restructuring other than those	SO/US/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)

	specifically allotted to other Wings including matters requiring coordination for monitoring implementation of corporatization/ restructuring		
3.	All VIP references and all Parliament Questions and other Parliamentary matters relating to above subjects.	SO/US/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)

### **Telecom Development Cell under Dy. Secretary(T)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Universal Service Obligation Fund	SO/US(ADET)/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
2.	Telecom development in remote areas and LWE affected areas	SO/US(ADET)/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)
3.	Uncovered villages	SO/US(ADET)/DS/DDG/JS(T)/AS(T)/Secretary(T)	MOSC(IC)

### **Policy Cell under Director(RKT)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	All matters related to Telecom Services in Andaman & Nicobar and Lakshadweep Islands	SO/US/Director/JS(T)/AS(T)	Secretary (T)
2.	Matters related to Wi-fi Connectivity in tourist and pilgrimage places	SO/US/Director/JS(T)/AS(T)	Secretary (T)
3.	Monthly Statement of Pending Assurances and VIP reference of Policy Cell	SO/US/Director	JS(T)
4.	Reply to the paras of Parliament Standing Committee on IT/Communications related to Telecom facility in Andaman & Nicobar and Lakshadweep Islands Wi-fi connectivity	SO/US/Director/JS(T)/AS(T)	Secretary (T)

## **Policy-1 Section**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Matter related to Broadband Policy	SO/US/Director/JS(T)/AS(T)	Secretary (T)
2.	All matter related BharatNet/NOFN	SO/US/Director/JS(T)/AS(T)	Secretary (T)
3.	Parliament Question/Assurances and other matters relating to NOFN/BharatNet	SO/US/Director/JS(T)/AS(T)/Secretary (T)	MOSC(IC)
4.	Monthly Statement of Pending Assurances and VIP reference of Policy-1 Section	SO/US/Director	JS (T)
5.	Reply to the paras of Parliament Standing Committee on IT/ Communications related to NOFN/BharatNet	SO/US/Director/JS(T)/AS(T)/Secretary (T)	MOSC(IC)
6.	Pradhan MantriAdarsh Gram Yojna (PMAGY) , SaansadAdarsh Gram Yojana and conducting and organizing numbers of meeting with States Govts, DeitY, BBNL and other organization	SO/US/Director/JS(T)/AS(T)	Secretary (T)
7.	National e-Governance Plan (NeGO) core Infrastructure schemes of SWAN and CSCs.	SO/US/Director/JS(T)/AS(T)	Secretary (T)

## 2. Divisional Head: Joint Secretary (A)

### Admn I Section

S. No.	Item of work	Channel of submission	Level of final disposal
1 (i)	Appointment on promotion:- i. Group "A" a. JS & above b. Upto DS/Dir  ii. Group "B" iii. Group "C"	DS/JS/Secretary US/DS/JS  US/DS/JS US	MOSC(IC) Secretary  AS* DS/Dir
1(ii)	Appointment on Direct recruitment /Confirmation/Resignation:- i. Group "A" ii. Group "B" iii. Group "C"	DS/JS/Secretary US/DS/JS US	MOSC(IC) AS* DS/Dir
2.	Deputation/Transfer to other Department/ Ministry: i. Group "A" a. JS & Above b. Upto DS/Dir ii. Group "B" iii. Group "C"	DS/AS/Secretary US/DS/JS US/DS or Dir US	MOSC(IC) AS JS DS/Dir
3.	Reporting of Vacancies in i. CSS (Assistant & SO) ii. CSCS	US/DS or Dir US	JS DS/Dir
4.	Issue of Seniority Lists in i. CSS (Assistant & SO) ii. CSCS	US SO	DS/Dir US
5.	Postings/Transfers (within the Department): i. Dir/DS & equivalent ii. All Group "A" below DS/Dir iii. All Group "B" & "C"	US/DS/JS US/DS US	Secretary JS DS/Dir
6.	Grant of Leave/Leave Encashment/Insurance Payment on Superannuation i. For all officers under Admn I Section ii. CCL/Commutated Leave	SO SO/US	US DS/Dir
7.	Forwarding of applications i. Group "A" & "B"	US/DS	JS

	(Gazetted) ii. Group "B" (Non-Gazetted) & "C"	SO/US	DS
8.	Intimation in respect of purchase/sale of movable/immovable property: i. Secretary ii. Member (TC) iii. AS/JS & equivalent iv. Upto DS/Dir v. Group "B" vi. Group "C"	DS/JS/AS DS/JS/Secretary DS/JS/AS US/DS/JS US/DS US	MOSC(IC) MOSC(IC) Secretary AS JS DS/Dir
9.	Court Cases	US/DS	JS/AS
10(i)	Parliament Questions i. Starred ii. Unstarred	DS/JS/Secretary US/DS/JS	MOSC(IC) MOSC(IC)
10(ii)	VIP Cases	DS/JS/Secretary	MOSC(IC)
11.	No objection Certificate for going abroad: i. JS & above ii. Group "B" (Gazetted) & Group "A" upto Director iii. Non-Gazetted (Group "B" & "C")	US/DS/JS US/DS US	AS/Secretary JS DS/Dir
12.	Miscellaneous Items: i. Pay fixation: a) Dir/DS & above b) US & equivalent c) Group "B" & "C" ii. Change of Home Town for claiming LTC iii. Monthly Returns of ACC iv. Nomination/Deputation for participation in various mandatory Cadre Training Programmes within the country: a. JS and above b. All other officers & staff subject to the recommendations of concerned Divisional	US/DS US SO US/DS US/DS US/DS/JS US/DS	JS DS/Dir US JS JS Secretary JS

	Head/Controlling officer		
13.	Screening Committee recommendations for MACP cases: i. Group "B" (Non-Gazetted) ii. Group "C"	US/DS/JS SO/US/DS	AS(T) JS
14.	Framing/Amendment of Recruitment Rules for the post Members, Telecom Commission	DS/JS/Secretary	MOSC(IC)

\* President being the appointing authority, the designated officer is AS.

## **Admn. II Section**

S. No.	Item of work	Channel of submission	Level of final disposal
1 (i)	Appointment on promotion:- i. Group "A" a. JS & above b. US & DS/Dir  ii. Group "B" iii. Group "C"  Appointment on Direct Recruitment:- i. Group "A" (Engineer) of IRRS ii. Group "B" (Junior Translator/ Junior Statistical Officer and Junior Wireless Officer ) iii. Group "C" (Steno Gr. D)	DS/JS/Secretary US/DS/JS  US/DS/JS SO/US  DS/JS/ Secretary US/DS/JS  US	MOSC(IC) Secretary  AS* DS/Dir  MOSC(IC) AS*  DS/Dir
1(ii)	Confirmation: i. Group "A" (Engineer) ii. Group "B" (Junior Translator/ Junior Statistical Officer, Junior Wireless Officer) iii. Group "C" (Steno Gr. D)	DS/JS/ Secretary US/DS/JS  SO/US	MOSC(IC) AS*  DS/Dir
1(iii)	Resignation:- i. Group "A" ii. Group "B" iii. Group "C"	DS/AS/Secretary US/DS/JS US	MOSC(IC) AS* DS/Dir
2.	Deputation/Transfer to other Department/Ministry:		

	<ul style="list-style-type: none"> <li>i. Group "A" <ul style="list-style-type: none"> <li>a) JS &amp; Above</li> <li>b) Upto DS/Dir</li> </ul> </li> <li>ii. Group "B"</li> <li>iii. Group "C"</li> </ul>	<ul style="list-style-type: none"> <li>DS/JS/Secretary</li> <li>US/DS/Dir</li> <li>US/DS/Dir</li> <li>US</li> </ul>	<ul style="list-style-type: none"> <li>MOSC(IC)</li> <li>AS</li> <li>JS</li> <li>DS/Dir</li> </ul>
3.	Reporting of vacancies in <ul style="list-style-type: none"> <li>i. Group 'A &amp; B'</li> <li>ii. Group 'C'</li> </ul>	<ul style="list-style-type: none"> <li>US/DS or Dir</li> <li>US</li> </ul>	<ul style="list-style-type: none"> <li>JS</li> <li>DS/Dir</li> </ul>
4.	Issue of Seniority Lists in <ul style="list-style-type: none"> <li>i. Group 'A'</li> <li>ii. Group 'B'</li> <li>iii. Group 'C'</li> </ul>	<ul style="list-style-type: none"> <li>US/DS</li> <li>US</li> <li>SO</li> </ul>	<ul style="list-style-type: none"> <li>JS</li> <li>DS/Dir</li> <li>US</li> </ul>
5.	Postings/Transfers (within the Department): <ul style="list-style-type: none"> <li>i. JS &amp; above</li> <li>ii. Dir/DS &amp; equivalent</li> <li>iii. All Group "A" officers below DS/Dir</li> <li>iv. All Group "B" &amp; "C"</li> </ul>	<ul style="list-style-type: none"> <li>DS/JS/Secretary</li> <li>US/DS/JS</li> <li>US/DS</li> <li>US</li> </ul>	<ul style="list-style-type: none"> <li>MOSC(IC)</li> <li>Secretary</li> <li>JS</li> <li>DS/Dir</li> </ul>
6.	Grant of Leave/Leave Encashment/Insurance Payment on Superannuation <ul style="list-style-type: none"> <li>i. For all officers under Admn II Section</li> <li>ii. CCL/Commutated Leave</li> </ul>	<ul style="list-style-type: none"> <li>SO</li> <li>SO/US</li> </ul>	<ul style="list-style-type: none"> <li>US</li> <li>DS/Dir</li> </ul>
7.	Forwarding of applications <ul style="list-style-type: none"> <li>i. Group "A" &amp; "B" (Gazetted)</li> <li>ii. Group "B" (Non-Gazetted) &amp; "C"</li> </ul>	<ul style="list-style-type: none"> <li>US/DS</li> <li>SO/US</li> </ul>	<ul style="list-style-type: none"> <li>JS</li> <li>DS/Dir</li> </ul>
8.	Intimation in respect of purchase/sale of movable/immovable property: <ul style="list-style-type: none"> <li>i. AS/JS &amp; equivalent</li> <li>ii. DS/Dir</li> <li>iii. Group "A" below DS level</li> <li>iv. Group "B"</li> <li>v. Group "C"</li> </ul>	<ul style="list-style-type: none"> <li>DS/JS/AS</li> <li>US/DS/JS</li> <li>US/DS</li> <li>US/DS</li> <li>US</li> </ul>	<ul style="list-style-type: none"> <li>Secretary</li> <li>AS</li> <li>JS</li> <li>JS</li> <li>DS/Dir</li> </ul>
9.	Court Cases	US/DS	JS/AS
10 (i)	Parliament Questions <ul style="list-style-type: none"> <li>i. Starred</li> <li>ii. Unstarred</li> </ul>	<ul style="list-style-type: none"> <li>DS/JS/Secretary</li> <li>US/DS/JS</li> </ul>	<ul style="list-style-type: none"> <li>MOSC(IC)</li> <li>MOSC(I)</li> </ul>
10 (ii)	VIP Cases	DS/JS/Secretary	MOSC(IC)
11.	No objection Certificate for going abroad: <ul style="list-style-type: none"> <li>i. JS &amp; above</li> <li>ii. Group "B" (Gazetted) &amp;</li> </ul>	<ul style="list-style-type: none"> <li>US/DS/JS</li> <li>US/DS</li> </ul>	<ul style="list-style-type: none"> <li>AS/Secretary</li> <li>JS</li> </ul>

	Group "A" upto Director iii. Non-Gazetted (Group "B" & "C")	US	DS/Dir
12.	Miscellaneous Items: i. Pay fixation: a) Dir/DS & above b) US & equivalent c) Group "B" & "C"  ii. Change of Home Town for claiming LTC  iii. Monthly Returns of ACC  iv. Nomination/Deputation for participation in various mandatory Cadre Training Programmes within the country: a) JS and above b) All other officers & staff subject to the recommendations of concerned Divisional Head/Controlling officer	US/DS US SO  US/DS  US/DS  US/DS/JS US/DS	JS DS/Dir US  JS  JS  Secretary JS
13.	Screening Committee recommendations for MACP cases:	SO/DS/AS	Secretary
14.	Framing/Amendment of Recruitment Rules for the post: a) Group 'C' b) Group 'B' c) Group 'A'	US/DS US/DS/JS DS/JS/Secretary	JS Secretary MOSC(IC)

\* President being the appointing authority, the designated officer is AS.

### **Admn III Section**

Sl. No.	Item of work	Channel of submission	Level of final disposal
1.	Appointment/Promotion/Confirmation/Resignation of Group "C"	SO/US	DS/Dir
2.	Transfer/Posting of Group "C"	SO	US
3.	Issue of Seniority List of Group "C"	SO	US

4.	Grant of Leave of Group "C"	SO	US
5.	Leave encashment/insurance payment on superannuation of Group "C"	SO	US
6.	Forwarding of application of Group "C"	US	DS/Dir
7.	Conduct Rule Cases of Group "C"	US	DS/Dir
8.	Court Cases	US/DS	JS
9(i).	Parliament Question: a) Starred b) Unstarred	US/DS US/DS	JS JS
10.	No objection certificate for going abroad Group "C"	US/DS	JS
11.	Miscellaneous Items:- a) Pay fixation of Group "C" b) Change of Home Town for claiming LTC	SO US/DS	US JS
12.	Framing/Amendment of Recruitment Rules for the post: (i) Group "C" (ii) Group "B"	US/DS US/DS/JS	JS Secretary
13.	Deputation of Group "C"	US	DS/Dir
14.	Review Cases under FR 56(j)/ Appeal against decision of the review committee/ Appeal cases of non-gazetted officers of cadres being dealt by Admn. branch: i. Group "B" (Non – Gazetted) ii. Group "C"	US/JS/AS US	Secretary DS/Dir
15.	Disciplinary cases of non-gazetted officers of cadres being dealt by AdmnBranch:- i. Group "B" (Non – Gazetted) ii. Group "C"	US/DS/JS US	Secretary/ MOSC(IC)- in cases where President is appointing authority
16.	Maintenance and Review of APARs:- i. Group "C" /Group "B" (Non-gazetted) ii. Group "B" (Gazetted) iii. Group "A" – a) US b) DS/Dir c) JS	SO/US US/DS DS/JS JS/AS/Secretary AS/Secretary	DS/Dir JS AS MOSC(IC) MOSC(IC)/Referral Board (DoP&T)

17.	Compassionate Appointments	SO/US/DS	JS/Secretary (in case of special type of cases)
18.	Nominations for participation in various Training Programmes (Domestic/Foreign): i. JS & Above ii. All other officers and staff	US/DS/JS SO/US/DS	Secretary JS
19.	Approval for outsourcing of manpower	US/JS/AS	Secretary
20.	Screening Committee recommendations for MACP cases: (i) Group "B" (ii) Group "C"	SO/US/JS SO/US	AS (T)* JS*

### **Admn IV Section**

Sl. No.	Item of Work	Channel of Submission	Level of final disposal
1.	INTEREST BEARING ADVANCES:- House Building Advance: a) Upto JAG level b) SAG & above c) Waiver of penal interest in all cases Motor Car/Computer/Scooter Advance: a) As per entitlement b) Relaxation of eligibility  NON-INTEREST BEARING ADVANCES:- Festival Advance/Cycle Advance/ Leave Salary Advance: a) All cases	SO/US SO/US/DS SO/US/DS SO/US SO/DS/JS SO	DS JS JS DS Secretary US
2.	Travelling Allowances/ Transfer TA as per entitlement: a) Advances/Transfer Advance b) Settlement of claims Non-gazetted Group "B" Gazetted ADG/US & above	SO SO SO SO/DS/JS	SO/US US US Off. concerned being their own Contr. Officer, JS(A)is competent

	c) Air travel for non-entitled officer		to condone shortcomings Secretary
3.	Medical Claims (Non-CGHS):- a) Group "B" & "C" b) Group "A" c) Relaxation of cases d) Permission for treatment/diagnostic test	SO SO/US SO/US/DS SO	US DS JS SO
4.	Leave Travel Concession:- a) Advances b) Settlement of Claims- Non-gazetted Group "B" Gazetted ADG/US & above	SO  SO SO SO	SO  US US Off. concerned being their own Contr. Officer, JS(A) is competent to condone shortcomings
5.	GPF (Advances, Final withdrawals):- a) Sanction upto permissible limit b) Relaxation for more than 75% for all	SO SO/DS/JS	US Secretary
6.	Reimbursement of tuition fee	SO	US
7(i)	Parliament cases: a. Starred b. Unstarred	DS/JS/Secretary US/DS/JS	MOSC(IC) MOS(C&IT)
7(ii)	VIP Cases	DS/JS/Secretary	MOSC(IC)/ MOS(C&IT)
8.	RTI Matters	SO/US	DS/Dir& CPIO
9.	RTI Appeals	SO/US	JS & Appellate Authority
10.	(a) Change of place of visit of LTC (before commencement of Journey).  (b) Change of place of visit of LTC (After completion of Journey owing to circumstances beyond the Control of Govt. servant).	SO  SO/US/DS	US  JS
11.	Payment of legal fees of Govt. Counsels, Court fee & Other Misc. Expenses	SO/US/DS	JS
12.	Honorarium Cases	US/DS	JS

## Investment Policy Division

Sl. No.	Item of work	Channel of submission	Level of final disposal
1	Development of telecom Industries, Scrutiny of IEMs	SO /US	DIR/DDG
2	Formulation of investment policies and procedures for the Telecom Sector.	US/DIR/DDG/JS (T)/AS (T) /Secy (T)	MOSC(IC)
3	Formulation of policies for development of telecom equipment manufacturing sector.	US/DIR/DDG/JS(T)/AS (T) /Secy (T)	MOSC(IC)
4	Processing of applications for foreign investment and foreign technology in Telecom Sector (FIPB Cases).	US/DIR/DDG/JS(T)/AS (T)	Secy (T)
5	Providing assistance in formulation of Import and Export policies for the Telecom Sector.		
A	Policy Review	ADG (IA)/DIR/DDG/JS (T)/AS (T)/Secy (T)	MOS (C&IT)
B	Meeting of SLC/EPCG/ALC	SO/ADG (IA)	DIR/DDG
C	Imports of Demonstrations	SO/ADG (IA)	DIR/DDG
D	Cases of Advance Licenses	SO/ADG (IA)/DIR/DDG/JS (T)	AS (T)
6	Cases of Foreign Technical Collaboration Approval (PAB)	SO/US/DIR/DDG/JS(T)/AS (T)	Secy (T)
7	Export promotion of telecom equipment and services.	SO/US/DIR/DDG/JS (T)	AS (T)
8	Coordination of all matters relating to customs & excise duties and other direct and indirect taxes for telecom sector.	SO/US/DIR/DDG/JS (T)/AS (T)	Secy (T)
8.a	Clarification on Custom/Excise Duty	SO/ADG (IA)/DIR/DDG/JS (T)	AS (T)
9	Preparation of telecom proposals relating to Annual Budget.	US/DIR/DDG/JS (T)/AS (T)/Secy (T)	MOSC(IC)
10	Interaction with Business Councils/Industries Associations/Foreign Chambers of Commerce NRIs/ other Government/ Semi-Govt. bodies concerned investment	SO/US/DIR/DDG/JS (T)/AS (T)	Secy (T)

	promotion.		
11	Organization of participation in investment related conferences/seminars.	SO/US/DIR/DDG/JS (T)/AS (T)	Secy (T)
12	Parliament Questions/VIP references/Court cases on above mentioned subjects	SO/US/DIR/DDG/JS (T)/AS (T)/Secy (T)	MOSC(IC)
13	<u>WTO Branch</u> WTO matters relating to bilateral/multilateral bodies dealing with Telecommunications	SO/US/DIR/DDG/JS (T)/AS (T)/Secy (T)	MOSC(IC)

## **Investment Policy Division**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1	Approval of FDI applications to be approved by CCEA (above Rs.5000 Crores & those referred by Minister of Communications)	DIR/ JS(T)/ SS(T) Secy(T)	Minister-in-charge of MoC
2	Approval of applications for FDI and foreign technology or Advance License in Telecom Sector (FIPB Cases up to Rs. 5000 Crores)	SO/ US/ DIR/ JS(T)/ SS(T)/ Secy(T)	Minister-in-charge of MoC
3	Supreme Court cases/Court cases having Policy and/or major financial implications – sending comments for preparing draft Affidavit/ counter reply and sending final Affidavit/counter reply	SO/ US/ DIR/ JS(T)/ SS(T)/ M(F)	Secy (T)
4	Court cases – sending comments for preparing draft Affidavit/ counter reply (other than at Sl. No. 3 above)	SO/US/DIR	JS(T)
5	Court cases – sending final Affidavit/ counter reply (other than at Sl. No. 3 above)	SO/ US/ DIR/ JS(T)	SS(T)
6	Approval for supply of information to Intra and inter departmental communications	SO/ US/ DIR	JS(T)
7	Matters related with policy decision/Cabinet note	SO/ US/ DIR/ JS(T)/ SS(T)/ Secy(T)	Minister-in-charge of MoC
8	Approval for reply to unstarred Parliament Questions/ VIP references	SO/ US or ADG/ DIR/ JS(T)/ SS(T)	Minister-in-charge of MoC

9	Approval for reply to Starred Parliament Questions	SO/ US or ADG/ DIR/ JS(T)/ SS(T)/ Secy (T)	Minister-in-charge of MoC
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### **3. Divisional Head : DDG(C&A)**

#### **Protocol Cell**

Sl. No.	Item of work	Channel of Submission	Level of final disposal
1	Tickets, Air India/ Indian Air lines/ Private Airlines	Protocol Asstt./US (T)	DS(P)/ DDG(C&A)
2	Visa /Passport( From MOC to Adviser Level)	Protocol Asstt./US (T)	DS(P)
3	Receiving of Delegation/ Seeing of Delegation MOC/ MOS(C )/ Chairman (TC)/ Members of the Commission	Protocol Asstt./US (T)	DS(P)
4	Airport passes	Protocol Asstt./US (T)	DS(P)
5	Drawing of foreign exchange	Protocol Asstt./US (T)	DS(P)
6	Political clearance from Ministry of External Affairs	Protocol Asstt./US (T)	DS(P)
7	a) Security arrangements of VIPs for foreign delegation b) Purchasing of gifts for above	Protocol Asstt./US (T) ProtocoAsstt./US (T)	DS(P) DS(P)/DDG (C&A)

#### **O&M Section**

Sl. No	Item of work	Channel of Submission	Level of final disposal
1	Implementation of various provisions of Manual of Office Procedure	SO/US(C&A)	DS/Dir(coord)
2	Settlement of disputed receipts	SO/ US(C&A)	DS/Dir (coord)
3	Reference from Deptt. of AR&PG on O&M matters	SO/US(C&A)/Dir	DDG(C&A)
4	Co-coordinating O&M inspections of Sections in the Telecom Directorate	SO/US/Dir	DDG(C&A)
5	Preparation and updating of organisation chart of the Directorate	SO/US(C&A)/DS/ Dir (Coord)	DDG(C&A)/ AS(T)
6	Issuing amendments to the work distribution list of various	SO/ US(C&A)/Dir	DDG(C&A)

	sections of the Directorate		
7	Compilation of material for preparation of Monthly Cabinet Summery	SO/US(C&A)/ Dir(Coord)	DDG(C&A)/AS(T) / Secy.(T)
8	Compilation of Monthly report of implementation of decision of the Cabinet (Status)	SO/US(C&A)/DS /Dir/ DDG/AS (T)	Secy.(T)
9	Compilation of material of important events to be sent Cabinet Secretariat while honorable Prime Minister is on tour abroad	SO/ US(C&A)/ Dir Coord)/DDG (C&A)	AS(T)/Secy.(T)
10	Coordination of collection and compilation of information received by public, Ministries and other offices from different sections except those relation to Parliament Assurance(Acts)	SO/US(C&A)/Dir	DDG(C&A)
11	Monitoring of all VIP references	SO/US(C&A)/ Dir (Coord)	DDG(C&A)/AS(T)
12	Matter relating to Election Commission for Lok Sabha/ MCD elections– Deputing of Polling parties	SO/US(C&A)/Dir (Coord.)	DDG(C&A)
13	Women harassment	SO/US(C&A)/Dir	DDG(C&A)
14	Induction material	SO/US(C&A)/Dir	DDG(C&A)/ AS(T)/Secy.(T)
15	Award schemes	SO/US(C&A)/Dir	DDG(C&A)
16	List of precedence of dignitaries	SO/US(C&A)/Dir	DDG(C&A)/ AS(T)
17	Result of special drive	SO/US(C&A)/Dir	DDG(C&A)
18	Compliance of O&M activities	SO/US(C&A)/Dir	DDG(C&A)

## **General – II Section**

<b>Sl. No.</b>	<b>ITEM OF WORK</b>	<b>CHANNEL OF SUBMISSION</b>	<b>LEVEL OF FINAL DISPOSAL</b>
1	Arrangement for refreshment etc. for different meetings / conferences held in TC(HQ) by Chairman (TC)/ MOS(C) / MOC	SO/US (T)	DDG(C&A)
2	a) Translation of letters received in regional languages b) Settlement of Honoraria thereafter	SO SO/US(T)/ DS.(Parl)	US(T) DDG(C&A)

3	Holding of condolence meeting	SO	US(T)
4	a) Arrangement for meetings such as booking of Board Room/ Conference Hall and drinking water arrangement etc. b) Settlement of Credit bills & serving of refreshment etc.	SO SO/ US(T)/ DS(Parl)	SO DDG(C&A)/ AS(T)
5	CGHS : a) Preparation and issue of cards b) Modification in CGHS card c) Exemption of monthly contrib. d) Medical reimbursement for CGHS beneficiaries e) Permission of treatment in CGHS recognised hospitals f) Grant of medical advance	SO SO SO SO/ US(T)/ DS(Parl.) -do - - do -	SO SO US(T) DDG(C&A) DDG(C&A) DDG(C&A)/Fin.
6	<b>Welfare :</b> a) Financial assistance from Telecom Staff Welfare Fund and purchase of gifts/mementos for retiring Officers/Officials b) Sanction of financial assistance to staff of Telecom Dte. e.g. award of scholarships assistance in the case of prolonged illness/death. c) Clarification cases concerning welfare, staff amenities, recreation facility	SO(G-II)/ US (T)/ Welfare Officer. - do - - do -	DDG(C&A)/ AS(T) - do - - do -
7	<b>Sports</b> Financial assistance from Telecom Sports Fund for participation in National and International sports meets, diet money, sports kits etc.	SO(G-II)/Welfare Officer / US (T) / DS (Parl)	DDG(C&A)/ AS(T)/ CH(TC)
A	<b>PUBLICITY</b>		
1	Planning, Budgeting and executing all paid publicity and public relation jobs.	SO	DS( Parl )/ DDG(C&A)
2	Liaison with I&B Ministry and its subordinate units and other Ministries on publicity matters.	SO/US(T)/DS(P) /Dir	DDG(C&A)

3	Conducting Publicity campaigns through advertisement, films on publicity and public relations	SO/US (T)/DS(P)/ Dir	DDG(C&A)
4	Advertising /Execution of SCRIPT and DISPLAY of advertisement campaigns through Newspapers and Journal etc through DAVP.	SO/US (T)/DS (P)/ Dir	DDG(C&A)
5	Commercial Publicity	SO/US (T)/DS (P)/ Dir	DDG(C&A)
6	Press Conference: Arrangements for Press Conferences. All other ancillary work relating to Press Conference	SO/US (T)	DS (P)
7	Production/ Screening of films/ Cinema slides by the Telecom Directorate based on basic material to be provided by the concerned sections.	SO/US (T)/DS (P)/DDG (C&A)/AS (T)	Chairman(TC)
8	Queries from public and newspapers about department policies and programmes and supplying factual information obtained from concerned sections.	SO/US (T)	DS(P)
9.	To examine the orders, designs of the advertisement, message, distribution pattern, mode of payment etc.	SO/US (T)	DS(P)
10	Policy matters regarding publicity & Printing including reference to other concerned Departments/ Ministries.	SO/US (T)/DS (P)/DDG (C&A)	AS(T)
<b>B.</b>	<b>PUBLICATION</b>		
11	Printing of DOT's Publications, manuals, D.O.envelops, Pads and other stationery items	SO/US (T)	DS(P)/DDG (C&A)
12	Making arrangements for printing, planning for each issue of the Journal, Production of the House Journal of DOT through various stages.	SO/US (T)/DS (P)/ Dir	DDG(C&A)
13	Entering into correspondence with Authors/ Contributors of House Journal	SO/US (T)	DS (P)
14	Procuring photographs rearranging design and layout	SO	US (T)
15	Exchanging House Journal with other publications	SO	US (T)

16	Editorial Board Meeting fixation of dates preparing agenda briefs etc; and taking action to implement the decisions	SO/US (T)	DS (P)/ Dir
17	Arranging payment of honorarium to contributors, photographers, artists of the House Journal	SO/US (T)	DS (P)/ Dir
18	Checking bills for printing, photographic and cartoons and arranging payments through Cash Section	SO/US (T)	DS (P)
19	Correspondence with the printers for entire printing work of the Telecom Directorate	SO/US (T)	DS(Parl)
20	Inviting Tenders/quotations for printing jobs etc. of the Telecom Directorate	SO/US (T)	DS (P)

## **RTI Section**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1	Disposal by way of transferring applications addressed to CPIO, DoT without mentioning the name of designated CPIOs.	SO/US(C&A)	Dir(Coord.)
2	RTI MIS matter with DoP&T/NIC	SO/US(C&A)	Dir(Coord.)
3	Circulation of guidelines issued by DoP&T/CIC	SO/US(C&A)	Dir (Coord.)
4	RTI Annual/Monthly return to be submitted online in the website of CIC in respect of DoT/ PSUs and other bodies under DoT	SO/US(C&A)/ DS/Dir(Coord.)	DDG(C&A)
5	Compilation/Submission of information/data relating to RTI applications for inclusion in the Annual Report of DoT	SO/US(C&A)/ DS/Dir(Coord.)	DDG(C&A)
6	Time to time finalization/regular updation of CPIOs/Appellate Authority	SO/US(C&A)/ DS/Dir(Coord.)	DDG(C&A)

	and work allocation etc		
7	. Disposal of first appeal addressed to the First Appellate Authority	SO/US(C&A)/ DS/Dir(Coord.)	DDG(C&A)
8	All matter concerning CIC except second appeals	SO/US(C&A)/ DS/Dir (Coord.)	DDG(C&A)
9	Disputes with regard to acceptance of applications by initial referee CPIO, DoT due to non-clarity of subject matter.	SO/US(C&A)/ Dir(Coord.)/ DDG(C&A)	JS(A)

## **PARLIAMENT SECTION**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1	Important issues likely to be raised in both the Houses of Parliament	SO/US/DS/Dir	DDG(C&A)/AS(T) / Secy (T)
2	Material for President's address to both the Houses of Parliament	SO/US/DS/Dir	DDG(C&A)/AS(T) / Secy (T)

## **Library Section**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1	Purchase of books	L&IO/	DS (P)
2	Approval of bills	L&IO	DS (P) (UptoRs 10,000) DDG (C&A) (Above Rs 10,000)
3	Library stationery	L&IO/ DS(P)	DDG (C&A)
4	Weeding of books	L&IO/ DS(P)	DS(P)

## **Central Registry Section : CR**

<b>Sl.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final</b>
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No.			disposal
1.	Suit Notices, Summons-Forwarding to Circle Office	SO(CR)	US(CR)
2.	Central Registry and Issue Cell.	SO (CR)	US(CR)
3.	Staff Car Booking etc.	SO (CR)	SO (CR)
4	a) Staff car maintenance & repair b) Settlement of repair bill/Taxi bills c) Settlement of petrol bills d) Court cases on above subjects	SO/US(CR) SO/US(CR)/ DS(P) do – SO/US(CR)/ DS(P)	DS(P) DDG (C&A) do – DDG (C&A) Leg.Adv.

### GENERAL-1 Section

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1.	Accommodation for office in the DoT Building	SO/US(T)	DDG(C&A)/AS(T)
2.	Accommodation for staff residence -- forwarding of application to Estate office and all work connected thereto.	SO	SO
3.	Duplicating machines, Calculating machines, Typewriters, Photocopying machine supply and maintenance there of.	SO/US(T)	DS (P)/ DDG(C&A)
4.	Uniforms, Cycles and liveries for eligible Group 'C' and 'D' Employees-supply of	SO/US(T)	DS.(P)
5.	Furniture items including brief cases-supply and maintenance of	SO/US(T)	DS (P)
6.	Rubber stamps and name plates	SO/US(T)	DS (P)
7.	Issue of Identity cards	SO/US(T)	DS (P)/ DDG(C&A)
8.	Civil & Electrical maintenance issue of administrative approval and expenditure sanction there of.	SO/US(T)	DS(P)DDG(C&A)/ AS(T)
9	Regular Mazdoor- Deployment of	SO	US(T)
10	Stationery supply, maintenance of stationery, godown and issue of stationery items.	SO	US(T)

11	Contingency expenditure (recurring and non-recurring) viz, crockery, preparations of banners, meeting boards-supply etc.	SO/US(T)	DS (P)
12	Binding of official records of DOT HQ.	SO/US(T)	DS(P)DDG(C&A)/AS(T)
13	Disposal of office sweeping, newspapers and magazines.	SO/US(T)	Dir(T)/DDG(C&A)
14	S.O.(G-1) designated as Dy. Security Officer for Sanchar Bhavan.	SO/US(T)	DS(P)/DDG (C&A)

#### **4. Divisional Head : DDG (International Cooperation)**

Sl. No.	Item of work	Channel of Submission	Level of Final Disposal
1	<b>All matters relating to WTO negotiations</b>		
	Input to Department of Commerce on general WTO matters	AD/Dir/DDG	AS(T)
	Coordination meetings/Input to Department of Commerce on General matters	AD/Dir/DDG	AS(T)
	Draft position on WTO consultation papers	Dir/DDG/AS(T)	Secy(T)
	Draft input to Department of Commerce on Policy matters	Dir/DDG/AS(T)	Secy(T)
	Policy decisions on WTO matters (Cabinet note/final offer at WTO)	Dir/DDG/AS(T)/Secy(T)	MOSC(IC)
2	<b>All matters relating to Bilateral and Multilateral bodies dealing with telecommunications</b>		
	Preparatory meetings on Bilateral/Multilateral negotiations	AD/Dir/DDG	AS(T)
	Input to Department of Commerce/MEA/DEA	Dir/DDG/AS(T)	Secy(T)
	Bilateral/Multilateral Negotiation meetings	Dir/DDG/AS(T)	Secy(T)
	Cabinet Note concerning Bilateral/Multilateral negotiations	Dir/DDG/AS(T)/Secy(T)	MOC
3	<b>Coordination for</b>		

	<b>Telecommunication Standards</b>		
	All matters related to approvals within DoT	AD/Dir/DDG/AS(T)	Secy(T)
	Coordination within DoT/TEC	AD/Dir/DDG	AS(T)
	Coordination for participation in International meetings by TSDSI members	AD/Dir/DDG/AS(T)	Secy(T)
4	<b>TCOEs India</b>		
	All matters related to approvals within DoT	AD/Dir/DDG/AS(T)	Secy(T)
	Coordination with all 7 TCOEs	AD/Dir/DDG	AS(T)
	Coordination with TCOE committees for implementation of its decisions	AD/Dir/DDG/AS(T)	Secy(T)
5	<b>India Telecom Events</b>		
	Logo Support and nominations for Telecom events etc.	AD/Dir/DDG/AS(T)	SEcy(T)
6	<b>Parliament Questions/Assurances</b>	AD/Dir/DDG/AS(T)	MOSC(IC)

## **5. Divisional Head : LEGAL ADVISER**

### **Section : Legal Cell**

Sl. No.	Item of work	Channel of Submission	Level of Final Disposal
1	Issue of instructions regarding handling of Court cases	S.O./ALA/DLA or DS (Legal)/JS & LA (Vacant)	AS(T) /Secretary(T)
2	Advice on Legislation including subordinate legislation, policy matters referred by MoS (C & IT) or MOSC(IC)	ALA/DLA/JS & LA (Vacant)	AS(T) /Secretary(T)
3	Meeting of FAG(Legal)	S.O./ALA/DLA or DS (Legal)/JS & LA (Vacant)	AS(T)
4	Supervision/monitoring on Litigation matters	S.O./ALA/DLA or DS (Legal)/JS & LA (Vacant)	JS & LA
5	Routine administrative or other related matters	S.O./D.S.(Legal)	JS & LA
6	Advice on service matters	ALA/DLA	JS & LA
7	Advice on Contract matters	ALA/DLA	JS & LA
8	Vetting of Affidavits filed before court or Tribunal (cases within jurisdiction for disposal	ALA/DLA	JS & LA

	of four Branch Secretariat's of Ministry of Law & Justice excluded)		
9.	Routine references received from Circles / Field Units / Division of TC (HQ)	S.O./D.S.	JS & LA

Remarks : Whenever consultation with Ministry of Law and Justice is required in accordance with the Government of India (Transaction of Business) Rules, Divisional Heads are required to consult the concerned Department of Ministry of Law and Justice after getting file back from the legal Cell.

## V WING : ADMINISTRATOR USO FUND

### **Divisional Head : DDG (BB)**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Approval of various USOF Schemes	Dir./DDG(BB)/JA(F)/ Administrator/  Member (F)/ Secretary	MOSC(IC)
2.	Approval of Tender Documents and Agreements	Dir./DDG(BB)/JA(F)/ Administrator/ Member(F)/ Secretary	MOSC(IC)
3.	Coordination with operators / state govt. agencies/user agencies like MHRD/MHA/DIT/ RD etc. as well as DoT Wings i.e. WPC/Licensing & Field Units etc.	ADG*/Dir./ DDG (BB)	Administrator
4.	Collection of data, validation of data, preparation of master data & generation of the reports for various schemes of USOF	ADG*/Dir./ DDG (BB)	Administrator
5.	Issuance of Notice Inviting Tender and EOIs	ADG*/Dir./ DDG (BB)/ JA(F)	Administrator
6.	Issuance of clarifications and modifications to the tender	ADG*/Dir./ DDG (BB)/ JA(F)/ Administrator/  Member (F)	Secretary (T)
7.	Evaluation of bids and signing of agreements	ADG*/Dir./ DDG (BB)/ JA(F)	Administrator
8.	Signing of MoU/Agreement	ADG*/Dir./ DDG (BB)/ JA(F)	Administrator
9.	Post amendment/Modification in the Agreement signed	ADG*/Dir./ DDG (BB)/ JA(F)	Administrator
10.	Coordination with USOF Consultants	ADG*/Dir./ DDG (BB)	Administrator

11.	Monitoring of performance of service providers under various USOF Schemes	ADG*/Dir./ DDG (BB)	DDG(BB)/ Administrator
12.	Preparation of MIS Statements	ADG*/Dir./ DDG (BB)	DDG(BB)/ Administrator
13.	Preparation of background notes for various meetings	ADG*/Dir./ DDG (BB)	DDG(BB)/ Administrator
14.	Preparation of minutes of the coordination meeting with the Service Providers	ADG*/Dir./ DDG (BB)	DDG(BB)/ Administrator
15.	Material for Parliamentary Committees such as Standing/Consultative/Estimate/Petition etc.	ADG*/Dir./ DDG (BB)	Administrator
16.	Material for Cabinet Secretariat/PMO/Planning Commission/ Finance Ministry	ADG*/Dir./ DDG (BB)	DDG (BB)/ Administrator
17.	Inputs for Parliament Questions/Assurances/ Minister Cases/MP Cases	ADG*/Dir./ DDG (BB)	DDG (BB)/ Administrator
18.	Preparation of RE-BE/Outcome Budget/Demand for Grants	ADG*/Dir./ DDG (BB)/JA(F)	Administrator
19.	Reply to various Audit Paras	ADG*/Dir./ DDG (BB)/JA(F)	Administrator
20.	Information sought under RTI Act	-	Dir (BB)
21.	Appeal under RTI Act	--	DDG (BB)
22.	Any other activity not covered above	Dir./DDG (BB)	DDG (BB)/ Administrator

## **Jt. Administrator USO Fund (Finance)**

<b>Sl. No</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	(a) Preparation of RE/BE Outcome Budget, Gender Budget etc.  (b) Coordination with DoT HQ, PMO, Planning Commission, MoF regarding Balances available in and utilization of USOF Fund.	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)  -do-	Administrator, USOF
2.	Other budget related matters, Final Grant, Supplementary Grants etc.	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Administrator, USOF
3.	Authorization of funds to CCA Offices for payment of subsidy to USPs	Accounts Officer/ Asstt. Administrator (F)	Dy. Administrator (F)
4.	Submission of monthly statements of payment of subsidy to USPs	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
5.	(i) Intimation of subsidy claims preferred by USPs – through CCA offices – Quarterly  (ii) Condonation of delays in submission of claims up to 30 days.  (iii) Condonation of delays in submission of claims more than 30 days and up to 60 days.  (iv) Condonation of delays in submission of claims beyond 60 days	(i) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)  (ii) Accounts Officer/ Asstt. Administrator (F)  (iii) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)  (iv) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Jt. Administrator (F)  Dy. Administrator (F)  Jt. Administrator (F)  Administrator, USOF
6.	Statements of pending subsidy claims (i) Monthly  (ii) Quarterly and Annually	(i) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)  (ii) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Jt. Administrator (F)  Administrator, USOF

7.	Accounting and re-conciliation with reference to booked figures	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
8.	Issues related to e-submission of claims (i) Policy matter  (ii) Routine Matters	(i) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)  (ii) Accounts Officer/ Asstt. Administrator (F)	Administrator, USOF  Dy. Administrator (F)
9.	Journal Entries for transfer of funds to reserve fund	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
10.	Generation of various reports/data/statements, verification etc.	Accounts Officer/ Asstt. Administrator (F)	Dy. Administrator (F)/ Jt. Administrator (F)
11.	Issues related to PBGs/EMBG (i) Policy matter  (ii) Routine Matters	(i) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)  (ii) Accounts Officer/ Asstt. Administrator (F)	Administrator, USOF  Dy. Administrator (F)
12.	Examination of Inspection Reports / Visit reports / verification reports etc. received from CCAs/Jt.CCAs (i) Issues involving policy matters  (ii) Others	(i) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)  (ii) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Administrator, USOF  Jt. Administrator (F)
13	Clarification regarding Interpretation of Agreement /Pilot Agreement  (i) Policy matters	(i) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF

	(ii) Others	(ii) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
	(iii) Matters already clarified	(iii) Accounts Officer/ Asstt. Administrator (F)	Dy. Administrator (F)
14.	(i) Amendment to financial terms of Agreement	(i)Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
	(ii) Circulation of Amendments in the Agreements/ Other matters approved/decided by Technical/BB Branch of USOF	(ii) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
15.	Reply to PMO, Parliamentary Committees, Standing Committees on financial matters, ATNs etc.	(i) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
16.	Inputs to Parliament Questions	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
17.	Reply to Inspection Memos issued during performance audit and audit memos issued at CCA Offices.	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
18.	Action taken note on report of performance audit, draft audit Paras, C&AG Paras, PAC Paras	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
19.	Examination of issues raised during performance audit of CCA offices		
	(i) Issues involving interpretation Agreement/Rules	(i) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
	(ii) Routine matters	(ii) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
20.	Payment to Consultant	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
21.	Submission of Monthly Expenditure Statements	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)

22.	Submission of Auditors' Certificate of USPs	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
23.	O&M Activities	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
24.	Staff Matters (i) Requirement of additional staff  (ii) Sanction of leave, nomination for training and other staff matters: (a) JA (F) (b)DA (F) (c)AA (F) (d) ACAO/Sr.AO/AO/AAO	(i) Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)  (a) PS to JA (F) (b)AO/AA(F)/DA (F) (c)AO (d) AAO/AO	Administrator, USOF  Administrator, USOF Jt. Administrator (F) Dy. Administrator (F) Asstt. Administrator (F)
25.	Preservation period of records, review and weeding out of old files etc.	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
26.	Supply of information in regard to updating of Accounting manual.	Accounts Officer/ Asstt. Administrator (F)	Dy. Administrator (F)
27.	Supply of information on Manual of Office procedure	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
28.	Allocation of work among various officers of Finance Wing of USOF	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
29.	Submission of reports relating to Hindi Raj Bhasha	Accounts Officer/ Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
30.	Finance Advise on scheme formulation and Design: Subsidy modeling and benchmarking, USOF Agreement formulation.	Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
31.	Interaction with and analysis of reports submitted by financial consultants	Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
32.	Maintenance and updating of website	Asstt. Administrator (F)/ Dy. Administrator (F)	Jt. Administrator (F)
33.	Interface with USPs and stakeholders on financial matters for USOF	Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF

34.	Interface with International Organizations on financial matters of USOF	Dy. Administrator (F)/ Jt. Administrator (F)	Administrator, USOF
35.	Arbitration matters: (i) Appointment of the Sole Arbitrator  (ii) Appointment of Govt. Counsel  (iii) Appointment of ASG and other Sr. Law Officers except item at Sl. No. 35(ii)  (iv) Advise in Arbitration matters  (v) Filing of written statement and counter claim, claim statement of defence etc.  (vi) Other matters	(i)Asstt.Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)/ Administrator, USOF/ Member (F)/ Secretary (T)  (ii)Asstt. Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)  (iii)Asstt.Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)/ Administrator, USOF/ JS & LA (for advise)/ Member (F)/ Secretary (T)  (iv)Asstt.Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)/ Administrator, USOF  (v)Asstt.Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)/ Administrator, USOF JS & LA (for vetting)  (vi)Asstt.Administrator (F)/ Dy. Administrator (F)/ Jt. Administrator (F)	MOC&IT  Administrator, USOF  MOC&IT  JS & LA  Administrator, USOF  Administrator, USOF
	Tendering and Bid Evaluation: (i) Approval of Tender Documents, Agreements and issue of LOI to successful bidders.	Dy. Administrator (T)/ Jt. Administrator (T)/ Jt. Administrator (F)/ Administrator, USOF/ Member (F)/ Secretary (T)	MOC&IT

	(ii) Issuance of NIT and EOIs	Dy. Administrator (T)/ Jt. Administrator (T)/ Jt. Administrator (F)	Administrator, USOF
	(iii) Issuance of clarifications to the tender	Dy. Administrator (T)/ Jt. Administrator (T)/ Jt. Administrator (F)	Administrator, USOF
	(iv) Issuance of modifications to the tender	Dy. Administrator (T)/ Jt. Administrator (T)/ Jt. Administrator (F)/ Administrator, USOF/ Member (F)/ Secretary (T)	MOC&IT

## **Jt. Administrator USOF, Technical Section**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Amendments in USOF Policy/Act/Rules as required from time to time	Dir/JA(T)/JA(F)/ Administrator/ Member(S)/Member(F)/ Secretary	MOSC(IC)
2.	Approval of various USOF Schemes	Dir/JA(T)/JA(F)/ Administrator/ Member(F)/Secretary/TC	MOSC(IC) or Cabinet
3.	Approval of Tender Documents, Agreements and issue of LOI to successful bidders	Dir/JA(T)/JA(F)/ Administrator/ Member(F)/ Secretary	MOSC(IC)
4.	Issuance of Notice Inviting Tender and EOIs	ADG*/Dir./JA(T)/JA(F)	Administrator
5 (a)	Issuance of clarifications to the tender	Dir/JA(T)/JA(F)	Administrator
5 (b)	Issuance of modifications to the tender	Dir/JA(T)/JA(F)/ Administrator/ Member(F)/ Secretary	MOSC(IC)
6.	Evaluation of bids and signing of agreements	Dir/JA(T)/JA(F)	Administrator
7.	Signing of MoU/agreement	Dir/JA(T)/JA(F)	Administrator
8.	Post amendment/Modification in the Agreement signed	Dir/JA(T)/JA(F)/	Administrator

9.	Coordination with USOF consultants	ADG*/Dir./JA(T)	Administrator
10.	Monitoring of performance of service providers under various USOF Schemes	ADG*/Dir./JA(T)	JA(T)/ Administrator
11.	Preparation of MIS Statements	ADG*/Dir./JA(T)	JA(T)/ Administrator
12.	Preparation of background notes for various meetings	ADG*/Dir./JA(T)	JA(T)/ Administrator
13.	Preparation of minutes of the coordination meeting with the stake holders	ADG*/Dir./JA(T)	Administrator
14.	Material for Parliamentary Committees such as Standing/Consultative/Estimate/Petition etc.	ADG*/Dir./JA(T)	Administrator
15.	Material for Cabinet Secretariat/PMO/ Planning Commission/Finance Ministry	ADG*/Dir./JA(T)	Administrator
16.	Inputs for Parliament Questions/Assurances/Minister Cases/VIP Cases	ADG*/Dir./JA(T)	Administrator
17.	Inputs for RE-BE/Outcome Budget / Demand for Grants	ADG*/Dir./JA(T)/JA(F)	Administrator
18.	Updating of DoT Website for various USOF activities	ADG*/Dir./JA(T)	JA(T)
19.	Reply to various Audit Paras	ADG*/Dir./JA(T)/JA(F)	Administrator
20.	Reply sought under RTI	ADG*/Dir./JA(T)	JA(T)
21.	Any other activity not covered above	ADG*/Dir./JA(T)	JA(T)/ Administrator

\* No ADG posted.

## **DDG (ACCOUNTS)**

### **Section : TA-I**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final Disposal</b>
1	Posting and transfer of staff within Telecom Accounts Section (a) AAO/ AOs (b) Others	ADG ADG	Dir./DDG(A/Cs)
2.	Cases relating to payment of interest of GPF beyond 6 months up to one year referred by field units	ADG	Director
3.	Cases relating to payment of interest of GPF beyond one year referred by field units	ADG/Dir/ DDG	Adv(F)/ M(F)
4.	Cases relating to suggestions/ interpretation of rules/ Accounts procedure	ADG /Dir/DDG	Adv(F)/M(F)
5.	Inter – Departmental settlement	ADG /Director	DDG(DOT Cell-A/cs)
6.	Banking arrangements	ADG /Director/DDG	Adv(F)
7.	Creation/ Abolition of Circle Accounts codes	ADG /Director/ DDG	Adv(F)/M(F)
8	Examination and review of state of work report of DOT A/Cs Units	AO/ ADG/ Dir.	DDG(A/c)/ Adv(F)
9	Quarterly Exception Report on state of work report received from DoT A/c unit	AO/ADG/ Dir.	DDG(A/c)/ Adv(F)/M(F)
10	Replies to Audit / PAC paras Action taken notes etc.	ADG/Director	M(F)
11	General Administration	AO/ ADG	Dir/DDG(A/c)
12	Framing of new accounting procedures.	ADG/Dir	DDG (DoT Cell - A/c) /Adv(F)/M(F)
13	Amendments to Telecom Accounts manual, and printing of Appendix-V	ADG/Dir	Dir/ DDG (DoT Cell-A/c)

14	Policy matter on Focal Point Branch system and action thereon	ADG/Dir/DDG	Adv.(F)/M(F)
15	Policy matter on pension payment through Public sector banks and action thereon	ADG/Dir/ DDG	Adv.(F)/ M(F)
16	Monitoring and guidance for settlement of claims between DoT and MTNL/BSNL/VSNL etc.	AO/ADG/Dir	DDG(DOT Cell-A/cs)/Adv.(F)/M(F)
17	Policy matter relating to accounting of service tax and correspondence thereon	ADG/Dir/DDG	Adv(F)/M(F)

### **Section - AO TA-II(TACT)**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final Disposal</b>
1	Receipt of printout of A/cs, floppies etc.	JAO	AO
2	Feeding manual A/Cs in computer and generation of verification reports of A/cs balances	JAO	AO
3.	Feeding floppies in computer and generate Report no. 3 for verification of A/cs balances of each circle & DoT Cell.	JAO	AO
4.	Compilation of monthly A/cs	JAO	AO
5.	Generation of General Abstract (DOT & DOT Cell separately)	JAO	AO
6.	Generation of 3 page statements	JAO	AO
7.	To rounding off the 3 page statement and generating the floppies and statements and send to CGA.	JAO/AO	ADG
8.	Maintenance of computer code Directory.	JAO	AO
9.	To keep in safe custody of floppies, monthly a/c General Abstract & DB for future reference.	JAO	AO

10	To review DB for misclassification and make correspondence with concerned DOT accounting circle & DOT Cell	JAO	AO
11	Generated 3 page statement of monthly a/c and submission thereof	JAO/AO	Dir./ DDG (DOT Cell-A/cs)
12	To attend the CGA office correspondence for any discrepancy pointed out.	AO	ADG
13	Creation of computer code of Head of A/c s & Supply the floppy to each accounting unit	AO	AO/ ADG

### Section - AO TA-II (BOOK)

Sl. No.	Item of Work	Channel of Submission	Level of final Disposal
1.	Maintenance of all relating files and circulars relating to his group	JAO	AO
2.	Compilation, preparation and submission of Preliminary Appropriation A/cs, detailed Appropriation A/cs, and condensed Appropriation A/cs, to DG of Audit (P&T), CAG/{DDG(FEB)}/DG of Audit(Central Revenue)	JAO/AO/ ADG/ Dir	DDG(A/Cs)/ Adv.(F)/ M(F)/ Chairman(TC)
3.	Preparation and submission of various monthly, quarterly and yearly statements due to be submitted to the various authorities/ offices	JAO	AO
4	Preparation and submission of required information of Stores	AO	ADG
5	SCT work	AO/ADG	Dir./DDG A/c
6	Work relating to Union Finance Accounts	AO/ADG/Dir	DDG(A/Cs)/ M(F)
7	Work relating to Combined Finance and Revenue accounts	AO/ADG/Dir.	DDG(A/c)/ Adv.(F)/ M(F)
8	Work and correspondence relating to adverse balances.	AO/ ADG/ Dir	Adv.(F)/ M(F)

9	Work relating to Audit paras, C&AG Report paras, PAC paras & audit Memo, ATN etc.	AO/ ADG/ Dir	DDG(A/c)/ Adv.(F)/ M(F)
10	Computerization of Telecom Accounts	- do -	- do -

### **Section - IC UNIT**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final Disposal</b>
1	Framing of IA programme	ADG/Director/ DDG(A/cs)	Advisor(F)
2	Inspection of CCAs and other DoT offices/Units as per prescribed questionnaire	JAO/AO/ADG	Director
3	Submission of release of inspection report	JAO/AO/ADG /Director	DDG(A/Cs)
4	Admittance of IC paras	JAO/AO/ADG	Director
5	Compilation of data, reports for submission to Telecom Commission	ADG/Director/ DDG(A/Cs)/ Advisor(F)	Member(F)
6	Settlement of Part-II-B objection of DG, P&T Audit	JAO/AO/ADG	Director
7	On the spot settlement of IC objections	JAO/AO/ADG	Director
8	Reply/Submission of ATNs to DAP/ C&G paras	ADG/Director/ DDG(A/Cs)/ Advisor(F)	Member (F)
9	Forwarding of approved DAP replies/ ATNs to Audit Coordination	JAO/AO/ADG	Director
10	Submission of replies to RTI Cases	AO/ADG/ Director	DDG(A/Cs)

### **Section - AO TA-II (COMML.)**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final Disposal</b>
1.	Compilation of Final Commercial Accounts in English and Hindi of DoT along-with all Annexures, Statements, Schedules and charts	AO/ ADG/Dir	DDG/Adv.(F)/ M(F)

2.	Get the printed Comml..A/cs complete in all respects and take necessary step to lay the document in Parliament	AO / ADG/Dir	DDG/Adv.(F)/M(F)/MOC
3.	To deal with Correspondence of transfer of assests and liabilities to MTNL/ BSNL/ VSNL etc.	AO / ADG/Dir	DDG/Adv(F)/M(F)
4	Settlement of pending long outstanding balance under MH-8782 Remittance and 8658/8622 suspenxe and also MH 8670 and MH-8677	AO / ADG/Dir	DDG/Adv(F)/M(F)
5.	To watch and follow up by reminders/ Telephonic conversions etc. the receipt of Review of balance statements and put-up review letters for rectification by circles.	AO / ADG	Dir/ DDG(DoT Cell-A/cs)
6	To attend all work correspondence relating to audit para, Audit Memos, C&AG Report and PAC Paras Parliament questions and inspection Reports relating to his Group	AO / ADG/Dir	DDG(A/c)/Adv(F)/M(F)
7.	To help in the review of D.B.	AO	AO
8	Maintenance of Assets Register	AO	ADG
9	Bank Reconciliation of balances with RBL, CAS, Nagpur	AO	ADG

### **Section - PAO (HQ)**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final Disposal</b>
1.	Pre-check of all claims of the Telecom Directorate and issue the cheques for claim(s) admitted.	Sr.Acctt./JAO	AO
2	Preparation of classified A/Cs and submit to TA-II Section of Directorate	Sr.Acctt./JAO	AO

3	Maintenance of DB, Broad Sheets of Loans and Advances, Debt Deposits, Remittance and Suspense Heads	Sr.Acctt./ JAO	AO
4	Audit objections	JAO	AO/ADG/ Dir
5	Work relating to Remittance to Bank and drawing from Bank including Bank reconciliation	Sr.Acctt./JAO	AO
6	Settlement of MEA claims etc.	Sr.Acctt / JAO	AO
7	Inter Ministry/Inter Departmental claim in respect of DoT	Sr.Acctt / JAO	AO
8	Maintenance of various registers/ statements/ returns connected with the work of submission of various returns/ schedules and document	Sr.Acctt / JAO	AO
9	Maintenance of loan and Equity accounts (Receipt and Payment) of PSU under M/o Communications & IT (DoT Head Quarter)	JAO/ AAO	AO

### **Section - SO (PB)**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final Disposal</b>
1	Work relating to drawl of pay and allowances relating to DoT(Hq) and maintenance of various registers	Asstt.	JAO/SO
2	Drawl of all kinds of Advances and withdrawals	Asstt. / JAO	JAO / SO
3	Recording of service verification certificates in Service book	Asstt. / JAO	SO
4	Submission of recovery schedules in respect of PLI premium to Dy.Director, PLI, Calcutta	Asstt.	SO
5	Calculation of Income Tax and issue of monthly/ annual income certificates	Asstt./ JAO	SO
6	Preparation of various schedules required in connection of recovery from salary and drawl of Pay and allowances	Asstt.	SO

7	Submission of licence fee Schedules in respect of licence fee to Department quarters / Directorate of Estate	Asstt.	SO
8	Issue of LPC	Asstt./ JAO	SO
9	Calculation of leave salary, calculation of interest in case of short term/ long term advance	Asstt./ JAO	SO
10	Issuance of no dues certificate and Form 16 to the employees and Form 24 to Income Tax Deptt.	Asstt. / JAO	SO

### **Section - AO(PFP)**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final Disposal</b>
1.	Pension papers work employees DoT (HQ) including corporate Office, BSNL WPC, VSNL and Monitoring Organization	JAO	AO
2	Watching the LSPC in respect of officers deputed form DoT (HQ), WPC and Monitoring Organization and maintenance of broadsheet	JAO	AO/ADG
3	GPF work of the employees of DoT(HQ),including C.O. BSNL,WPC and Monitoring organization	JAO	AO
4	Complicated cases of Pension, GPF, LSPC, etc. of DoT (HQ) / WPC/ VSNL	AO	DIR/ DDG

## **Section - CASH SECTION**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final Disposal</b>
1	Preparation of bills on the basis of sanctions issued by various authorities of Ministry and DoT.	ASSTT.	SO
2	Preparation of all contingent bills	ASSTT.	SO
3	Compilation of all types of recoveries in the acquaintance rolls of DoT	ASSTT.	SO
4	Framing of BE and RE of DoT including WPC and Ministry. Collection of booked expenditure from PAO(HQ)	ASSTT./SO	DIR/DDG(DOT Cell A/cs)
5	DDO function and maintenance of Cash Book	Cashier	SO

### **1. Divisional Head : DDG (FEB)**

#### **Finance Branch**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final Disposal</b>
1	Staff Standards for DOT a) Staff standard approved in consultation with Staff Inspection Unit of M/o Finance on the basis of report of the internal work study resulting in saving in expenditure. b) Other cases	AO/ADG/ DIR  AO/ADG/ DIR/DDG	DDG  Member(F)
2	Sanction of new posts for DoT: i) Grade A & B ii) Grade C & D Permanency of posts of DoT  i) Grade A(above JAG) ii) Grade A(JAG and below)	AO/ADG/ DDG  AO/Dir/DDG	Member(F)  Member(F)

	iii) Grade C &D	ADG/DDG ADG/Dir AO/ADG	Member(F) DDG Director
3	Retention of posts in DoT :  a) Posts upto JAG b) Higher Posts	AO/ADG/DIR	DDG
4	Deputation & Delegation abroad :  a) Foreign assignment under ITU, INMARSAT etc. involving no rupee expenditure or foreign exchange b) Foreign assignment involving special relations c) Deputation for training under Colombo Plan, UNDP and other approved training programme/ schemes which have been finalised in consultation with appropriate authority for example M/o Finance etc. involving local costs only d) Deputation of officers to neighboring countries viz., Nepal, Bhutan , Burma, Sri Lanka, Pakistan and Bangladesh	AO/ADG/DIR  AO/ADG/DIR/ DDG  AO/ADG/DIR  AO/ADG/DIR	DDG  Member(F)  DDG  DDG
5	Deputation on foreign service	AO/ADG/ Dir.	DDG
6	Revision of pay scale, grant of special pay etc.	AO/ADG/ Dir./DDG	Member(F)
7	Fixation of pay and arrears claim	AO/ADG	Dir.
8	Honorarium to Staff :  a) involving individual amounts not exceeding Rs.500/- and/or total amount not exceeding Rs.2500/- b) individual amount exceeding	AO/ADG	DIR

	Rs.500/-and/or total amount exceeding Rs.2500/-in each case	AO/ADG/ DIR	DDG
9	Cases relating to Welfare Fund within laid down policies	AO/ADG	Dir.
10	Cases relating to various allowances like CCA, HRA, TA etc. within laid down policies	AO/ADG	Dir.
11	Cases relating to pension and gratuity GPF within laid down policies	<b>AO/ADG</b>	Dir
12	General Policy Matter relating to the above	AO/ADG/DIR/ DDG	Member(F)
13	Delegation of financial powers	AO/ADG/Dir./ DDG	Member(F)
14	Audit paras in r/o above items	AO/ADG/Dir.	DDG
15	Permission to non entitled officers to travel by air under delegated Powers of Secretary	AO/ADG/Dir. / DDG	M(F)
16	Training in India / Abroad : a) training under Colombo Plan / UNDP & other training programme /schemes finalised in consultation with appropriate authority e.g. M/o Finance b) Training of officers to neighboring countries viz., Nepal, Bhutan , Burma, Sri Lanka, Pakistan and	AO/ADG/DIR  <b>AO/ADG/DIR</b>	DDG

	Bangladesh c) Training / seminars in India	AO/ADG/ DIR	DDG  DDG
17	Cases relating to examining and sanctioning of PE/ RPE/EFC memo	AO/ADG/Dir. / DDG	Member(F)
18	Renting of accommodation in DoT and schedule/scale of accommodation for renting	AO/ADG/ Dir./ DDG	Member(F)
19	Contingencies and Miscellaneous expenditure : Furniture a) UptoRs.25,000/- b) UptoRs.50,000/- c) Beyond Rs.50,000/- Stationery:-	AO/ADG AO/ADG/Dir.	DIR DDG
20	a) UptoRs. 100,000/- at a time b) All other cases	AO/ADG/DIR/ DDG/Adv.(F) AO/ADG/ DIR ADG/ DIR/DDG	Member(F) DDG Member(F)
21	Minister's matters a) cases relating to purchases for Minister/MOS(C ) b) cases serving of refreshment in the official meeting of Minister/MOS(C )	AO/ADG/Dir. AO/ADG/ Dir.	DDG DDG
22	Publications(DOT) including those published abroad : a) uptoRs. 5000/- b) uptoRs. 50000/- c) all other cases	AO AO/ADG AO/ADG/Dir	ADG Dir DDG

23	Printing (DoT)  i) uptoRs 5000/- ii) up to Rs 50000/- iii) all other cases	AO  AO/ADG  AO/ADG/Dir.	ADG  Dir.  DDG
24	Misc. expenditure including expenditure on refreshment / lunch in DoT	AO/ADG/ DIR	DDG
25	Recurring/non recurring contingent expenditure other than specific items mentioned above in DoT:  a) Upto Rs.5000/- b) all other cases	AO/ ADG  DIR	DIR  DDG
26	Vetting of sanction Memos in respect of prior approval	Respective AOs	DIR

### **Section : SEA**

Sl. No.	Item of Work	Channel of Submission	Level of final Disposal
1	Leave Cases of officers working in DOT:  i) Upto Grade A STS ii) Upto JAG iii) SAG and above	Sr.AO/DIR  ADG/DIR  ADG/DIR/Adv(F)	DDG  DDG  Adv(F)
2	Increment cases (except EB held up cases ) for officers working in DoT	AO	ADG
3	All routine matters	AO	ADG/U.Secy.
4	Posting and transfer in DoT inter PSU and between DoT & PSU		

	and HAG officers i) Upto officer of Gr.B ii) Upto officer of JAG iii) SAG and above	ADG US/ DIR DIR/ DDG/ Adv(F)/M(F)	DIR DDG Secretary(T)
5	Short term leave vacancies arrangements in DoT: i) Upto officer of Gr.B ii) Gr.A officer of UptoJAG iii) SAG and above	ADG US/ DIR DIR/ DDG/ Adv(F)	DIR DDG Member(F)
6	Review of property returns submitted by i) Gr. B Officers ii) Gr. A Officers upto STS iii) Gr. A Officers JAG iv) SAG Officers	ADG ADG ADG DIR	ADG DIR DDG Adv(F)
7	Retention of posts upto JAG SAG and above	US/DIR DIR/DDG	DDG Adv(F)
8	Creation of posts: UptoJAG(with norms) Upto JAG(outside norms) SAG and above	US/Dir./ DDG/ Adv.(F) US/ Dir./ DDG/ Adv.(F)/ M(F)/Secy.(T)	Member(F) MoS(C&IT)/ MOSC(IC)
9	Recruitment rules	Dir./ DDG/ Adv,(F)	Member(F)
10	Forwarding of applications (for Employment elsewhere)Upto Gr. B i) JTS and upto JAG ii) SAG and above	ADG US/ DIR DIR/ Adv(F)	DIR DDG Member(F)

11	No Objection Certificate for Passport / going abroad: i) Upto JAG ii) SAG/HAG iii) Adv	ADG/ DIR ADG/ DIR ADG/ DIR	DDG Adv(F) Member(F)
12	Seniority list/rosters JAO to Sr.A.O (provisional) (Final) JTS to JAG (Provisional) (Final) SAG & above (Provisional) (Final)	ADG ADG/ Dir US/ Dir. Dir./ DDG/ Adv.(F) US/ Dir./DDG Dir./DDG/ Adv.(F)	Dir DDG DDG Member(F) Adv.(F) Member(F)
13	Pay fixation in DoT( all officers)	AO	ADG
14	LDC(TA)/ Jr /Sr./Acctt. (Policy matter)	US	Dir
15	DPC (Admn. Approval)  JAO to Sr.A.O. JTS to SAG	ADG/ Dir/ DDG/Adv.(F) US/ Dir./DDG/ Adv.(F)	Member(F) Member(F)
16	VIP cases i) MOS(C) / MO(C ) ii) LDC/ Jr.Acctt./Sr.Acctt. iii) Others	US/DIR US/ DIR/ DDG	Adv(F) Adv(F)
17	Court cases of Accounts personnel Group –B and above i) Vetting of counter reply ii)Implementation of judgment. iii)Fortnightly statement iv)quarterly statement v)Meeting of Focus Action Group vi)Payment of fee bills to Govt.	ADG/Dir(SEA)/DDG ADG/Dir(SEA)/DDG AO(L)/ADG	LA LA ADG

	Counsel	AO(L)/ADG	ADG
		AO(L)/ADG/Dir(SEA)	DDG(FEB)
		AO(L)/ADG/Dir(SEA)/ DDG(FEB)	Jt.Secy.(A)

#### 4. Divisional Head : Sr.DDG(WPF)

#### Director (Wireless Finance)

Sl. No.	Item of Work	Channel of Submission	Level of final Disposal
1	(a)Sanction of new posts Gr.A, B,C& D (b)Permanency of posts  (i)Gr.A(Above JAG) (ii)Gr.B&Gr.A(JAG& below) (iii)Group C&D  (c )Retention of posts; (i)Gr.B&Gr.A (ii)Gr.C&Gr.D.	SO/ADG/Dir/Sr.DDG/Adv(F)  SO/ADG/Dir/Sr.DDG/Adv(F)  SO/ADG/Dir/Sr.DDG  SO/ADG/Dir  SO/ADG/Dir/Sr.DDG  SO/ADG/Dir	Member(F)  Member(F)  ADV(F)  Sr.DDG  Adv(F)  Sr.DDG
2	(a)Cases of revision of pay scale/grant of special pay.  (b)Fixation of pay and arrears claims.	SO/ADG/Dir/Sr.DDG/Adv(F)  SO/ADG/ Dir	Member(F)  Sr.DDG
3	Scrutiny of Project Estimates & detailed estimates of works(including civil works).:  (i)Proposals/RPE up to Rs.5 crores	SO/Director	Sr.DDG

	(ii)Above Rs.5 crores.	SO/Dir/Sr.DDG	Adv.(F)
4	Scrutiny & vetting of Budget proposals	SO/Dir	Sr.DDG
5.	Monthly review of expenditure with reference to Budget allotments.	SO/ADG /Dir	Sr.DDG
6	Land acquisition cases	SO/ADG /Dir/Sr.DDG	ADV(F)
7	Payments to various international organizations like ITU and APT by WPC.	SO/ADG /Dir/Sr.DDG	Sr.DDG
8	Purchase of staff car and vehicles.	SO/ADG/Dir/Sr.DDG/ ADV(F)	Member(F)
9	Condemnation of staff car/vehicles and other related items	SO/ADG /Dir	Sr.DDG
10	Renting of accommodation	SO/ADG /Dir/Sr.DDG	ADV (F)
11	Scrutiny and evaluation of proposals (including tenders) for procurement of indigenous or imported stores/services :  (i) Proposals up to Rs.5 Crores (ii) Above Rs.5 Crores	SO/Dir  SO/Dir./Sr.DDG(WPF)	Sr.DDG(WPF)  Adv.(F)

12	Cases related to temporary advance..	SO/ADG /Dir	Sr.DDG
13	Scrutiny and evaluation of Global tenders for stores/services.	SO/ADG /Dir/Sr.DDG/Adv(F)	MEMBER(F)
14	Cases relating to sanction/ enhancement of imprest.	SO/ADG /Dir/Sr.DDG	ADV(F)
15.	Maintenance of imprest sanctioned to Sr.DDG(WF)	AO/ADG /Dir	Sr.DDG
16	Write off of obsolete/unserviceable stores.	SO/ADG /Dir	Sr.DDG
17	All policy matters relating toNRSMMS Project.	AO/Dir/Sr.DDG	ADV(F)
18	All periodical O&M returns pertaining to (WFB) prescribed by O&M, Legal and other Branches	SO/ADG /Dir	Sr.DDG
19	Assessment and collection of spectrum charges, etc., from VSAT/INSAT-MMS service providers.	AO/ADG /Dir	Sr.DDG
20	Receipt of FBG in prescribed format and its verification/checking for safe custody	AO/ADG	Dir.

21	Monthly review of amounts and validity of FBGs pertaining to commercial- V-SAT/INSAT-MSS service providers.	AO/ADG	Director
22	Issue of notices for extension of FBGs before expiry of validity in commercial V-SAT/INSAT-MSS cases	AO/ADG	Director
23	Invocation of FBG in case of non extension of FBG by commercial V-SAT –INSAT –MSS operators	AO/ADG	Director
24	Invocation of FBG in case of non payment of dues by the V-SAT/INSAT-MSS operators by due date.	AO/ADG/Dir./Sr.DDG	Adv.(F)
25	Disputes by commercial V-SAT/INSAT-MSS operators concerning interest, penalty, etc..	AO/ADG/Dir./Sr.DDG/Adv.(F)	Member(Finance)
26	Cases relating to request by Comm.-V-SAT /INSAT-MSS operators for adjustment of dues.	AO/ADG/Dir./Sr.DDG/Adv(Fin.)	Member(Finance)
27	Vetting of ATN on Audit Paras replies to DAP etc.	SO or AO/ADG/Dir.	Sr.DDG
28	Audit paras directly relating to Dir(F),WFB.	SO or AO/ADG/Dir	Sr.DDG

29	VIP references, Parliament Questions, Court submissions.	SO/ADG/Dir/Sr.DDG/Adv(F)	Member(Finance)
30	Proposals of Standing Committee & Estimates Committees.	SO or AO /ADG/Dir/Sr.DDG	Adv.(F)
31	Cases under RTI Act	AO/SO/ADG	Director
32	Revenue Budget of Comm VSAT/INSAT-MSS	AO/ADG/Director	Sr.DDG
33	Qtly. TC Memo(for consolidation by WR Section)	AO/ADG	Director
34	Issue of demand letters to operators	AO/ADG/Director	Sr.DDG
35	Reconciliation of collection figures of Comm.-VSAT /INSAT-MSS with PAO	AO	ADG
36	Reconciliation of expenditure figures of NRS MMS with PAO	AO	ADG
37	Checking of Challans and authorization for payments to PAO	AO	AO
38	Policy Issues on Spectrum	AO/ADG/Dir./Sr.DDG/	Member(F)

	charging and allocation	Adv.(F)	
39	Issue of no dues certificate (for consolidation by WR Section)	AO/ADG	Director
40	Safe custody FBGs and maintenance of ledgers and control registers	AO	AO

### **Director (Wireless Revenue)**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of final Disposal</b>
1	Acceptance of Payment particulars from respective CCAs, its checking and entry/feeding in respective accounts.	JAO	AO
2	Preparation licensee wise Monthly monitoring statement, and its review	JAO/AO	ADG
3	Acceptance of payment of spectrum charges, and making over to the PAO with classification, in respect of accounting heads, maintenance of register of payments received and half yearly reconciliation of the receipts with the PAO Figures.	JAO	AO
4	Finalization of license- wise account/ assessment of spectrum charges after preparation of calculation sheets along with calculation of interest on delayed	JAO/AO/ADG/Dir.	Sr.DDG

	payments and penalty (wherever applicable).		
5	Reminders to licencees for payment of outstanding dues	JAO/AO/ADG	Dir
6	Monthly review of payments and action for recovery of outstanding dues.	JAO/AO/ADG	Dir
7	Receipt of FBG in prescribed format, its verification/checking	AO/ADG	Dir
8	Safe custody of FBGs and maintenance of ledgers and control registers	AO	AO
9	Issue of letters of extension of FBGs before expiry of validity	AO	ADG
10	Monthly review of FBGs and invocation in case of non-extension of FBGs	AO/ADG	Dir
11	Approval for invocation of FBGs in cases other than mentioned in item 10 above	AO/ADG/Dir/Sr.DDG	Adv (F)
12	Disposal of representation received from service providers (except those in item 13)	JAO/AO/ADG/Dir	Sr.DDG

13	Cases relating to disputes on rate of charging of interest/penalty, adjustment of dues	AO/ADG/Dir/Sr.DDG/ADV(F)	Member(F)
14	Policy issues relating to tariff on spectrum charges and license fee on wireless license, AGR finalization and Spectrum assignment etc.	-Do-	-Do-
15	Budget proposals for WPF Revenue	AO/ADG/Dir	Sr.DDG
16	Notes for empowered committee meeting	ADG/Dir/Sr.DDG/Adv	Member (F)
17	Extension of date of payment after issue of initial letter /dispatch note for upto 10-15 days	JAO/AO/ADG	Director
18	Reply to CCAs queries on policy issues of finalization of MTNL/BSNL assessment	- Do -	- Do -
19	Audit Paras directly related to Dir(WR)	AO/ADG/Dir	Sr.DDG
20	Periodical statements related to a) Cases pending for more than three weeks, b) Bi monthly statement of Revenue Collection, finalization of accounts and position of dues and FBGs (inclusive of WF	JAO/AO/ADG/Dir/Sr.DDG/ Adv. (F)	Member (F)

	position) c) Quarterly TC memos(consolidated for WR and WF Section)		
21	Quarterly statement of spectrum charges collected, to the Wireless Advisor	JAO/AO/ADG	Dir
22	Parliament question, Court submissions and VIP references.	AO/ADG/Dir/Sr.DDG/ ADV(F)	Member (F)
23	Cases under RTI Act	JAO/AO/ADG	Director
24	Proposals of Standing Committee and Estimates Committee	AO/ADG/Dir/Sr.DDG	Adv(F)
25	Issue of No Dues Certificate (consolidated for WR and WF Section)	AO/ADG/Dir.	Sr.DDG

### **5. Divisional Head : DDG(LF-I)**

#### **Section : LF-I**

Sl N	Subject	Channel of Submission	Level of final disposal
1.	Finance Advice cases and vetting of documents, Audit paras etc. relating to Licensing Branches	AO/ADG/Dir.(LF-I)	DDG (LF-I)
2.	Reply to Half Margin and Audit	AO	ADG (LF)

3.	Court Cases	AO/ADG/Dir. (LF-I)	DDG (LF-I)
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### **6. Divisional Head : DDG(LF-II)**

#### **Section: LF-II**

Sl N	Subject	Channel of Submission	Level of final disposal
1.	Reply to Parliament Questions i) Starred Question  ii) Unstarred questions	AO/ADG/ DIR(LF)/ DDG/Adv(F) /M(F)/Sec.(T)  - Do -	MOSC(IC)  MOSC
2.	Reply to Half Margin and Audit	AO/ADG/Dir.	DDG
3.	Acceptances of licence fee payments, dispatch of cheques to PAO, Maintenance of register of payments received and made over to PAO with classification.	AO/ADG	Director
4.	Reminder to licensees for payment of license fees	AO/ADG	Director
5.	Review of payments and outstanding	AO/ADG	Director
6.	Calculation of penal interest on delayed payments & recovery of	AO/ADG	Director

	the same		
7.	Refund of license fee excess paid	AO/ADG/ DIR.DDG (LF)/Adv.(F)	Member (F)
8.	Safe custody of Financial and Performance Bank Guarantees, Maintenance of ledgers and control Registers etc.	AAO/AOADG	Director
9.	Issue of letters of extension of BGs before expiry of validity and invocation in case of non extensions	AAO/AO/ADG	Director
10.	Approval for invoking BG in case other than mentioned in Item above	ADG/Dir.	DDG
11.	Checking of affidavit etc. at the time of recovery of quarterly revenue share/L.F.	AO	ADG
12.	Annual Financial settlement of revenue share/ L F	AO/ ADG	Director
13.	Processing for decision on appointment of Auditors /auditing of licensees record	DIR(LF)/DDG (LF)/Adv.(F)	Member(F)
14.	Reports and Miscellaneous items	AO(ADG.Dir.	DDG
15.	TC Memo	AD/ADG/Dir./ DDG/(LF-II/Adv.(F)	

## **V WING : Pr. ADVISOR (ECONOMIC)**

**Divisional Head : Pr. Economic Advisor/ Economic Advisor**

### **Statistical Division**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Preparation of TC Memo on different telecom parameter for Telecom Commission	Sr. Stat. Officer/ ADG/Dir/Eco. Advisor	Pr. Eco. Advisor
2.	Compilation, tabulation and analysis of statistical data on Rural/Urban, public/private, wireline/wireless and broad band	Sr. Stat. Officer/ ADG/Dir/ Eco. Advisor	Pr. Eco. Advisor
3.	Preparation of monthly/Quarterly report on different Telecom parameters	Sr. Stat. Officer/ ADG/Dir/ Eco. Advisor	Pr. Eco. Advisor
4.	Preparation and publication of Annual Report of DoT	Sr. Stat. Officer/ ADG/Dir/ Eco. Advisor/ Pr.Eco. Advisor	Secy (T)
5.	Supply of Annual Report, Data etc.  (a) Supply of Annual Report of DoT to Parliament, PIB etc.  (b) Supply of data to Central Statistical Organisation and other Ministry/Deptt. of Govt. of India	Sr. Stat. Officer/ ADG/Dir	Eco. Advisor
6.	Preparation of Annual Statistical Bulletin	Sr. Stat. Officer/ ADG/Dir/ Eco. Advisor	Pr.Eco.Advisor

### **ERU Division**

<b>Sl. No</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Socio Economic Studies	AD/ ADG/ DD/ Dir/ Eco.Advisor	Pr.Eco.Advisor
2.	Pre-Budget Economic Survey	AD/ ADG/ DD/ Dir/ Eco.Advisor/	Secy (T)

		Pr.Eco.Advisor	
3.	Mid-Year Review	AD/ ADG/ DD/ Dir/ Eco.Advisor/ Pr.Eco.Advisor	Secy (T)
4.	India Reference	AD/ ADG/ DD/ Dir/ Eco.Advisor/ Pr.Eco.Advisor	Secy (T)
5.	Briefs on different aspects of telecom sector for Ministerial Speeches	AD/ ADG/ DD/ Dir/ Eco.Advisor/ Pr.Eco.Advisor	Secy (T)
6.	Supply of Statistics to International Organisation like ITU	AD/ ADG/ DD/ Dir/ Eco.Advisor	Pr.Eco.Advisor
7.	Material on the successful programme of DoT for press information bureau on annual basis	AD/ ADG/ DD/ Dir/ Eco.Advisor	Pr.Eco.Advisor

## **P&M**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Replies to parliament Questions related to teledensity (Rajya Sabha and Lok Sabha) after collection of information from PSUs and other operators and various sections of DoT	AD/ ADG/ DD/ Dir/ Eco.Advisor/ Pr.Eco.Advisor/Secy(T)	MoSC(IC)
2.	Collection of telephone subscribers data and preparation of various monthly reports on telephones subscribers/teledensity	AD/ ADG/ DD/ Dir/ Eco.Advisor	Pr.Eco.Advisor
3.	Licence-wise, operator-wise and All India data regarding teledensity and number of telephone connections provided to other Divisions DoT	AD/ ADG/ DD/ Dir/ Eco.Advisor	Pr.Eco.Advisor
4.	Reply of VIP/PMO reference related to Teledensity	AD/ ADG/ DD/ Dir/ Eco.Advisor/ Pr.Eco.Advisor/ Secy(T)* *(In policy matters)	MOSC (IC)

## **UNIT IV. DG (Telecom) Head Quarter, DoT**

Divisional Head : Director (Admn. &West)

<b>S. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	Leave application of the head of LSAs	ASO/SO/Director/DDG/ Sr.DDG	DG (Telecom)
2.	Tour programme of the head of LSAs	ASO/SO/Director/DDG/ Sr.DDG	DG (Telecom)
3.	Making of identity cards of the officers of LSAs	ASO/SO/Director/DDG/ Sr.DDG	Director
4.	Application of Medical Advance/Bill of the head of LSAs	ASO/SO/Director/DDG/ Sr.DDG	DG (Telecom)
5.	LTC Advance/Bill of Head of LSAs	ASO/SO/Director/DDG/ Sr.DDG	DG (Telecom)
6.	GPF Advance/withdrawal of Head of LSAs	ASO/SO/Director/DDG/ Sr.DDG	DG (Telecom)
7.	NOC for obtaining private passport of the officers of LSAs	ASO/SO/Director/DDG/ Sr.DDG	DG (Telecom)
8.	NOC for going abroad of the officers of LSAs	ASO/SO/Director/DDG/ Sr.DDG	DG (Telecom)
9.	Activities requiring permission under Conduct Rules, 1964 of the head of LSAs	ASO/SO/Director/DDG/ Sr.DDG	DG (Telecom)
10.	Posting and transfer in LSAs	ASO/SO/Director/DDG/ Sr.DDG	DG (Telecom)
11.	Circulation of circulars/orders etc. to LSAs	ASO/SO/Director/DDG/ Sr.DDG	Director
12.	Approval of workshop/Meetings	ASO/SO/Director/DDG/ Sr.DDG	DG (Telecom)
13.	Unstarred Parliament Questions	ASO/SO/Director/DDG/ Sr.DDG/DGT	MOSC(IC)
14.	Starred Parliament Questions	ASO/SO/Director/DDG/ Sr.DDG/DGT/Secretary	MOSC(IC)
15.	Parliament Assurance	ASO/SO/Director/DDG/ Sr.DDG/DGT	MOSC(IC)
16.	RTI Applications	ASO/SO	Director
17.	RTI Appeals	ASO/SO/Director	Sr.DDG
18.	PG cases	ADET/Director/DDG/ Sr.DDG	DG (Telecom)

Divisional Head : Director (Policy & North)

<b>S. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	Policy issues related to AS/CS/DS Cell	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
2.	EMR Testing & related issues	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
3.	CAF Verification related issues	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
4.	Rollout testing related issues	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
5.	Matter related to NOC of licenses	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
6.	MNP related issues	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
7.	Audit Matters	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
8.	Budgeting	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)

Divisional Head : Director (Security & East)

<b>S. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	Security related issues	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
2.	USOF related issues	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
3.	Court cases	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
4.	VIP reference cases	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
5.	Non genuine IMEI cases	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)
6.	Grey Market related issues	AD/ADG/Director/DDG/Sr.DDG	DG (Telecom)

Divisional Head : Director (IT & South)

<b>S. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	IT Infrastructure	AD/Director/DDG/Sr.DDG	DG (Telecom)
2.	Disaster Management	AD/Director/DDG/Sr.DDG	DG (Telecom)

3.	Social Media Monitoring	AD/Director/DDG/ Sr.DDG	DG (Telecom)
4.	Matter related to new Technology	AD/Director/DDG/ Sr.DDG	DG (Telecom)
5.	Website development & updatation	AD/Director/DDG/ Sr.DDG	DG (Telecom)
6.	Green Technology related issues	AD/Director/DDG/ Sr.DDG	DG (Telecom)

**Note : This channel of submission is in a draft stage and is under revision. It will be replaced by the finally approved version in due course.**