

Link-2

Sectional Distribution Of Work

ARCHITECTURAL & ELECTRICAL SECTION (A&E)

1. All Staff & establishment matters pertaining to Group A & B of Architectural & Electrical cadres of DoT(HQ), BSNL/MTNL like appointment/promotion/posting & transfer/deputation/recruitment rules/retirement/counting of past service/forwarding of applications etc.
2. Court / CAT cases
3. Parliament question on staff matters of Architectural & Electrical Wing.
4. Permanent absorption of officers in other organizations including BSNL/MTNL.

ADMINISTRATION I SECTION (ADMN.I)

Personnel matters other than ACRs, Loans & Advances of the following:

1. Officers of Central Staffing Scheme.
2. CSS officers (Section Officers and above)
3. CSSS all cadres
4. Officers of Indian Economic Services(Director / Advisers level).
5. Posts in the personal staff of Minister/ Ministers in the Ministry of Communication and IT.
6. Appointments and all service matters of Chairman and Members of the Telecom Commission.

ADMINISTRATION II SECTION (ADMN. II)

1. Personnel matters other than ACRs, Loans & Advances of the following:
 - GCS cadres
 - Assistants cadre
 - UDC and LDCs cadres
2. Giving advice to BSNL on various matters pertaining to the cadres of Asstt/UDC/LDC
3. Appointment of Night Duty Clerk.
4. Grant of 1st and 2nd ACP to LDCs /UDCs and Assistants working in DOT.

5. Preparation of seniority list of educationally qualified Group 'D' and promotion to LDC
6. Furnishing of various prescribed periodical statements regarding court cases
7. JCM matters.
8. Screening Committee
9. Matters pertaining to absorption in BSNL. So far these relates to CSS and CSSS.
10. Furnishing of monthly report on the status of ACC proposals to Cabinet Secretariat.

ADMINISTRATION III SECTION(ADMN –III)

1. All cadre/service matters relating to Group 'D' officials/Canteen Staff (all cadres)/Staff Car Drivers (all grades) of DOT.
2. Disciplinary and appeal cases
 - i. Belonging to CSS/CSSS/CSCS in the cadre of Telecom.
 - ii. Holding GCS posts controlled by DOT.
 - iii. Belonging to Technical Assistants Gr.I and Gr.II of Monitoring Organisation.
 - iv. Working in the Departmental Canteen/SCD/Group "D"
3. Review cases under FR 56(j) in respect of all the gazetted and non-gazetted cadres of the DOT.
4. Maintenance of ACR of all Gazetted (Except Group 'A') and Non-Gazetted officers of CSS/CSSS/CSCS and Misc. Cadres of Department of Telecom and technical officers such as JWOs, .Engineers, Engineer-in-Charges, AWAs, DWAs and Wireless Advisor, of WPC Wing and Monitoring Organisations.
5. Training matters in respect of all cadres dealt with by Administration Division.

ADMINISTRATION IV SECTION (ADMN.-IV)

1. All kinds of advances and withdrawals in respect of entire staff of DOT.
2. Settlement of all bills submitted by staff of DOT HQ.
3. Payment of Air Fair Bills of Hon'ble MOC, MOS C&IT and various officers of Dot
4. Payment of Air lift charges to Indian Airlines, Air India, Indian Air Force and other private companies on account of us of their helicopters by Hon'ble MOC and MOSC&IT.
5. Cycle/Fan/Festival advance to all Non-Gazetted staff of DoT HQrs.
7. Re-imburement of tuition fees.
8. All Staff & establishment matters pertaining to Group A & B cadres of WPC/WMO, like appointment/promotion/posting & transfer/deputation/recruitment rules/retirement/counting of past service/forwarding of applications etc.

ABSORPTION CELL

All cases including the court cases of ITS officers/Associations in connection with the absorption of officers in BSNL/MTNL

AUDIT CO-ORDINATION SECTION (AC)

1. Co-ordination work relating to Draft Audit Paras between DG Audit and concerned sections of DOT (HQ) for arranging replies.
2. Scrutiny and co-ordination in respect of C&AG Reports (P&T) and (Commercial) for submission of ATNs.
3. Coordination work between different sections of DOT/PSUs and Audit for calling ATNs and getting these vetted by Audit.
4. Arranging modification of ATNs received back from Audit with observations.
5. Forwarding the vetted ATNs on C&AG Reports to Monitoring Cell of Ministry of Finance /Lok Sabha Sectt. and others.
6. Coordination work with PAC and COPU for paras selected by them for detailed examinations and Study Tours for spot discussions.
7. Scrutiny, co-ordination and forwarding of vetted ATNs to concerned authorities in respect (PAC) / COPU Reports.
8. Correspondence with Audit/ Monitoring cell of MOF/ Lok Sabha Sectt. (PAC branch) on submission of ATNs.
9. Preparation of Weekly Telecom Commission Memo on pendency of Audit/PAC matters etc.

10. Submission of periodical reports showing progress of settlement of commercial paras of C&AG (Commercial) Reports and pendency of Audit/PAC/ COPU/ DAP cases to Telecom Commission.
11. Review of quarterly reports of outstanding audit objections and Inspection Reports in DOT Cells.
12. Fixation of targets and review of pending Audit objections/ IR paras in DOT.
13. Laying of C&AG Reports (Telecom Sector-Commercial) through MOS (C) on the table of both the Houses of Parliament.

LICENSING CELLS (BASIC SERVICES GROUP)

BASIC SERVICES-I SECTION (BS-I)

1. Processing of applications, issue of LOI, signing and monitoring of Licence Agreement in respect of
2. NLDOs/ ILDOs/IP-II.
3. Processing of applications, issue of registrations in respect of IP-I
4. Inter-connection issues of NLDOs and ILDOs.
5. Numbering Plan
6. Issues of NLDOs and ILDOs i.e. Assurances, Parliament Questions, Court/TDSAT cases.
7. Correspondence with TRAI, TEC on related matters for points related to NLDOs/ILDOs.
8. Issues relating to IUC.

BASIC SERVICES- II SECTION (BS-II)

1. Processing all matters relating to BSOs like migration/ SP codes, STD codes. Numbering Plan, Special services, level allotment and SCP Codes.
2. Subscriber complaints in respect of BSOs/BSOs migrated to UASL.
3. Amendment to Indian Telegraph Act for establishment of Universal Service Obligation Fund.
4. Correspondence with TRAI, TEC on related matters for points related to BSOs/BSOs migrated to UASL.
5. Issues raised by COAI and ABTO.
6. Preparation and submission of report on achievement of DELs of Private Operators.
7. Security/monitoring related issues.

BASIC SERVICE - III SECTION (BS-III)

1. Processing of issue of LOI, Licence Agreement in respect of New UASL/Inter-connection issues of UAS and Numbering of Plan in respect of UASL.
2. Issues related to Licences of City/Circle Paging Services.
3. All issues of USAL/Paging including Assurances, Parliament Questions, Court/TDSAT cases.
4. Correspondence with TRAI, TEC on related matters for points related to UASL/Paging.
5. Intra-Circle mergers and acquisitions.

BUDGET SECTION (BGT)

1. Co-ordination, compilation and finalization of RE/ BE under Revenue and Capital expenditure from various units.
2. Preparation of statement of BE for pre-budget discussion.
3. Preparation of SBE (Final) along with Notes for inclusion in the Union Budget.
4. Compilation of materials for printing of Demand for Grants and Performance Budget.
5. Work relating to Standing Committee
6. Re-appropriation and surrender of savings and submission of Note for PAC in respect of Excess /Savings.
7. Preparation of supplementary grants
8. Attending to ATN on C&AG's Report, PAC report pertaining to Budget Section.
9. Calling of RE/BE under Revenue Receipts from various units and PSUs and submission of estimates to MoF.
10. Preparation of Receipt Budget Estimates for inclusion in Union Budget and Giving Budget para on expenditure sanction.
11. Submission of monthly IERB Statement in respect of PSUs to CGA.

CASH SECTION (CASH)

1. Preparation and payment/disbursement of all types of contingency bills on the basis of sanctions issued by various authorities of Ministry of Communication, Deptt. of Telecom, WPC.

2. Effecting of reimbursement of newspaper bills for all Gazetted officers of MOC/ DOT/WPC.
3. Entry of out-of-account recoveries in the Acquittance Rolls of DoT/WPC /MOC
4. Framing of Budget Estimates and Revised Estimates in respect of Telecom Directorate and Ministry of Communication after collection of booked expenditure from PAO(HQ), DoT.
5. Maintenance of Cash Book, UD Registers and RBI Credit Register
6. Collection of Cheque, keeping a record in the cheque register and dispatch of third party cheques.
7. Deduction of annual subscription from salary bills for Staff Unions.
8. Scrutiny of TDS Certificates, tallying with the bills and dispatch to the concerned parties after verification.
9. Preparation of TA Bills for Minister of Communication / Minister of State for Communication.
10. Submitting the TA Bills, Salary Bills, for Minister of Communication/ MOSC to Cabinet Secretariat and collection of cheque from Cabinet Secretariat.
11. Depositing the salary cheque alongwith cheque details in Central Bank / IOB/ PNB.
12. Filing of quarterly return of deduction of tax payments other than salary under Income Tax Act, 1961.

CENTRAL REGISTRY SECTION (CR)

1. Booking of Staff Car during and beyond office hours and repair and maintenance of Staff Cars and processing bills relating thereto for payment.
2. Dispatch of foreign letters and maintenance of register in respect thereof.
3. Receipt, sorting, diarising, registration and distribution of all Dak to the Sections and Officers of DOT HQ and to the offices located in New Delhi.
4. Issue of registered Dak.
5. Preparation of Mail bags for Administrative Offices, for dispatch through Mail Sections to Delhi Air and RMS, New Delhi.
6. Maintenance of Residential addresses of officers and staff of Telecom Directorate .

CIVIL WING GAZETTED (CWG)

1. All Staff & establishment matters pertaining to Group A & B of Civil Wing cadres of DoT(HQ), BSNL/MTNL like appointment/promotion/posting &

- transfer/deputation/recruitment rules/retirement/counting of past service/forwarding of applications etc.
2. Legal Cases arising out of services matters.
 3. Parliament Questions arising out of service matters handled by this office.
 4. Absorption of Gr.'A' officers'
 5. Pending cases of absorption of Gr.'B' officers.

ESTATE SECTION (ESTATE)

(Formerly NBT Section)

1. Circulation of General orders/ Rulings of Directorate of Estates on allotment of quarters etc. (except General Pool Accommodation) and hiring of private buildings for offices.
2. Regularisation of quarters in the name of dependents/ wards of the deceased employees of DoT.
3. Holding of High Power Committee meetings to consider the cases of retention of quarters beyond permissible periods in respect of MTNL and old cases of BSNL.
4. Municipal and other taxes of private rented buildings, General Questions.
5. Appointment of Estate Officer in MTNL/BSNL under public premises (Eviction of unauthorised occupant) Act 1971.
6. Appointment of Arbitrators to adjudicate dispute between the land owner and the tenant as per clause in the lease deed agreement.
7. Court cases in respect of allotment/ Cancellation of allotment of quarters/vacation of private rented buildings.
8. All VIP/ Parliament Questions in respect of BSNL/ MTNL quarters and rented building.

ECONOMIC RESEARCH UNIT (ERU)

1. Co-ordination and pre analysis of finalisation of annual report of DoT.
2. Monitoring and Review of the telecom sector's performance at macro and circle level on monthly basis and preparation of TC notes and release of Press Note.
3. Techno-economic research studies on telecom sector and Imparting technical assistance advice for techno-economic issues
4. Studies related to demand projection such as Rural-Urban break up, Teledensity, Technology Type etc.
5. Sponsoring of socio-economic studies as per specific needs liasing & analysis thereof

6. Matters related to the 10th Plan document on Telecom and Annual Plan of DoT (planning commission).
7. Compilation and preparation of final draft material for Pre-Budget Economic Survey. Imparting economic analysis assessment in respect of Universal Service Obligation(USO).
8. Review of the implementation of New Telecom Policy-99 (NTP-99) in respect of Equipped Capacity, DEL.s waiting list and Tele Density.
9. Collection and compilation of information relating to Telecom Tariffs for updating of ITS and related analysis
10. Collection of data on distribution pattern of Subscribers & Calls (call slab-wise) on bi-monthly basis and analysis thereof to assess volume of traffic by various segments
11. Preparation of briefs on different aspects relating to the Telecom Sector
12. Co-ordination work relating to Audit paras, Parliament question, etc. relating to ERU All O&M matters.

EXHIBITION AND INVESTMENT PROMOTION SECTION (EIP)

1. Interaction with Business Councils/ Industry/ Associations/ India Investment Centre/ Foreign Chamber of Commerce/ NRIs/ Other Government /Semi Government Bodies concerned with investment promotion.
2. Printing of promotional literature (brochure and pamphlets) and its distribution.
3. All work relating to preparation of DoT video film on policy initiatives of the Government.
4. Organization of Investment related conference/seminars.
5. Publicity about avenues/scope of investment in Telecom Sector and preparation of posters/translites for national and international exhibition
6. Meetings/ Discussions with foreign delegates/visitors on telecom related matters
7. Deputation of officers from DOT for attending National/ International Conferences/ Seminars/ Exhibitions related to investment promotion
8. All work related to setting up of India pavilion in international exhibitions and stalls at national exhibitions.

FACTORY DESK (FAC)

1. Setting up of new projects/ Expansion and Production programmes/ Material Management
2. Review of performance through Management Information System .
3. Foreign collaboration.

4. Five Year Plans, Annual Plans, Budget Proposals, Budgetary Support .
5. Export promotion .
6. Pricing policy etc.
7. Deputation/ delegation abroad of ITI officers.
8. Clearance of visit of foreigners.
9. Customs duty exemption certificates.
10. Appointment of top Executives and Directors on the Board of Directors
11. Meeting of Board of Directors/General Meetings.
12. Policies of Personnel Administration.
13. All labour matters including wage revision.
14. Matters relating to Companies Act.
15. Extension, permanent absorption, etc. in respect of deputationists in ITI
16. Arbitration case between M/s HFCL and Government of India (DOT) on matters relating to Post closing Adjustment
17. Annual General Meeting of M/s HTL – Appointment of Proxy to President of India.
18. Nomination of Government Directors on the Board of M/s HTL.

FINANCE SECTION (FIN)

1. Staff standards.
2. Sanction of New Posts for DoT, Retention and Confirmation thereof.
3. Revision of pay scales and grant of Special Pay etc.
4. Pay fixation and stepping up of pay etc.
5. Finance matter relates to VTM/CCA offices.
6. Delegation of financial powers.
7. Deputation/ Delegation/ Training in India and abroad
8. Approval of Expenditure to Seminar/Conferences etc., in India/abroad.
9. Permission to non entitled officers to travel by air.
10. Cases relates to admissibility of Medical Attendance Rules.
11. Honorarium to staff
12. Issues relating to TDSAT/TRAI
13. Audit paras.
14. Examination and sanction of EE/RPE/ EFC memos etc.
15. Renting of accommodation and Schedule/ scale of accommodation for renting.
16. Contingency and miscellaneous expenditure.
17. Recurring and non-recurring contingency.
18. Counter signing of all financial sanctions.
19. Waiver of recoveries.
20. Payment of service charges to the Department of Posts for disbursement of Telecom Pensioners.
21. Expenditure relates to conduct of study in Telecom Circles etc.,

22. Payment of Postages on different Telecom Mail to the Department of Posts.
23. Submission of monthly/quarterly/ half yearly/ Annual statements.

GENERAL-I SECTION (G-I)

1. Matters relating to allotment and cancellation of accommodation by Directorate of Estates and all matters relating to the same.
2. Additions/alterations in DoT office building and maintenance thereof.
3. Purchase of office equipments, office stationery & furnitures and fittings.
4. Procurement and distribution of departmental cycles and uniforms for eligible Group C & D staff.
5. Work relating to Issue of Identity cards, reimbursement of brief cases/hand bags and purchase of file bags for official use .
6. Maintenance of all office equipments & furnitures and finalizing annual maintenance contract.
7. Shifting of office goods, cleanliness of premises etc.
8. Security of DoT office buildings, issue of gate passes.
9. Distribution of Diaries and Calendar.
10. Binding of official records of DoT(HQ) and disposal of office sweeping, Newspapers and Magazines.

GENERAL II SECTION (G-II)

1. Arranging for meetings/conferences held in TCHQ by MOC/MoSC, Chairman, Member, Addl. Secy. Etc.
2. Circulation of general orders received from Ministry of Law, Appointment of Government counsel for Deptt. of Telecom.
3. Arrangement for stay/transport/ accommodation/ refreshment etc. to officers and delegates of meeting convened for DOT by Chairman/MOC/MOS(C&IT).
4. Booking of Conference Hall/Committee Rooms/ Vigyan Bhawan, Parliament House Annexe etc. Scrutiny and settlement of bills etc. in this regard.
5. Preparation/ Circulation of Telephone Chart of DoT.
6. Procurement of TV and provide cable connection.
7. Preparation of panel for (i) translators of communications from regional languages and (ii) for invigilation / supervisory duty for various examinations conducted by UPSC, SSC and CSIR .
8. All works related to CGHS cards and claims of the beneficiaries
9. Security – Parking of Govt. and Private vehicles in side Sanchar Bhawan premises and review of parking arrangement on annual basis.
10. Scrutiny of requests for Parking labels and their distribution thereof
11. Celebration of all important days viz. Independence Day, Republic Day, Sadbhawna Diwas, Anti-terrorism Day, Communal Harmony Week, Quami Ekta Diwas and all Flag Days such as Armed Forces Flag Day etc.

12. Welfare activities like - all matters relating to Canteens other than staff cases, holding of Meetings of canteen Management Committee, management of Telecom Staff Welfare Fund, arrangement of excursion trips for staff members, organization of Health Camps, Provision of First Aid Boxes and medicines etc.
13. Sports activities like - Financial assistance from Telecom Sports Fund for participation in National and International sports meets, all matters related to recreation Club etc.

INTERNATIONAL RELATION –I & II CELL (IR)

1. International Cooperation, Agreements, Protocols, Processing, finalization & signing of MOUs etc. with other countries in the field of Telecom.
Coordination for implementation of MOUs through Joint Commission/Committee and Working Groups.
2. Interact and coordinate with neighboring countries for Telecom operational coordination and developmental aspects for Telecom links.
3. Interaction with all the International and Inter-governmental organization like, UNDP, ESCAP, UNIDO, World Tel, INTELSAT.
4. Introduction of New Technology and Headquarter Co-ordination function in APT /ITU and other assisted programme /projects.
 - (a) All matters of ITU regarding Standardization Sector, Development Sector, World Telecom Policy Forums, World Development Telecom Conferences and Plenipotentiary Conferences, National proposals and related Study Groups. Processing and organizing Conferences colloquiums co-hosted with ITU (except Radio Sector and Vacancy Proposal which is the responsibility of WPC)
 - (b) All matters of APT concerning Management Committee and Assembly. Constitution, Finance, Study Groups, Policy Meetings, Seminars/Conferences, Workshops and Pilot Projects, etc.
5. Participation of DOT officials in International/ National Seminars/Conferences/Training Programmes
6. All the proposals of visits of MOC&IT, MOSC&IT, Sr.Officers delegations/officers abroad including WPC and issue of the Presidential Order for DoT.
7. Co-ordinate and organize all matters related to visit of Foreign dignitaries and delegations and arranging meetings with departmental authorities.

8. Administrative control as nodal agency of C-DOT and coordination with TEC.

Works handled by ADG (IR-I)

- 1) All cases of foreign deputation related to ITU (ITU-R, ITU-T, ITU-D) APT, APSCC, and other organizations of DoT and its PSUs.
- 2) Deputation cases of VVIPs including MOC&IT, MOS(C), Secretary, DT and Members of Telecom Commission etc.

Works handled by ADG(IR-II):

1. Briefs of MoC&IT / MoS/ Chairman TC on all subjects in international context.
2. Budget pertaining to IR Cell & C-DOT
3. APT/ ITU / Other Internationally added projects.
4. Organizing and hosting of National and International events related to ITU, APT, World Telecom Day.
5. All matters related to World Tel. UN-ESCAP, Membership, grant-in-aid etc. to the professional/societies/Bodies like IETE, IEE, IMSO, ITSO, SAARC etc.
6. Offering training in Indian Telecom Training Centres and associated works.
7. Publication of ITU & APT Journals and associated works, APT & ITU Year Book preparation and associated works.
8. Supportive works for clearance to set up the liaison offices of private foreign companies of India.

INFORMATION TECHNOLOGY CELL (IT)

1. Providing various IT related facilities like maintenance and updation of website.
2. Maintenance of LAN Switch and two 2MB leased lines for providing faster Internet access
3. The Inter-ministerial coordination work on various IT related subjects viz. security of the IT networks, issues and regarding e-governance, distance learning and other IT enabled services for which an IT Manager has been nominated from each Ministry.
4. All procurement of computers and peripherals in the office/residence of the offices of DoT, Administrator, USO Fund as well as Ministers' Office.
5. Maintenance of all PCs, printers, UPSs, scanners, CD writers, Laptops etc.
6. Supply of consumables like floppies, CDs, toner cartridges etc.
7. Provision of Hindi software.

8. Maintenance of Public Grievances Redressal and Monitoring System (PGRAMS) software package and Office Automation Package.
9. Conducting training on computers and its applications in Sanchar Bhawan with regard to office automation activities.

INVESTMENT POLICY CELL (IP)

1. Processing of application for foreign investment and Foreign Technology Collaboration Approvals in Telecom Sector.
2. Formulation of FDI policies for stimulating private investment in telecom sector.
3. Work relating to Foreign Investment Implementation Authority (FIIA) which includes monitoring of all Mega Projects having investment of more than Rs. 100 Crores.
4. Cases relating to Advance Licenses (ALC), Export Facilitation Committee(EFC), EPCG etc. and formulation of related policies.
5. Matters relating to classification of telecom items under foreign trade policy.
6. Development of Telecom Industries, scrutiny of Industrial Entrepreneurs' Memorandums (IEMs)
7. Coordination of all matters relating to custom and excise duties and other Direct and indirect taxes for telecom development including preparation of proposals relating to Annual Budget.
8. Matters relating to promotion of Telecom Exports. Custom duty concession certificate for import of components for manufacture of various telecom equipment.

INTERNATIONAL COOPERATION – I & II CELL (IC)

Works handled by ADG(IC-I)

Cooperation with foreign countries on bilateral basis – signing of MOU/Agreements.

Follow-up of the decision taken during bilateral meeting.

Co-ordination and follow up bilateral projects.

Co-ordination with Ministry of External Affairs for all the above matters.

Works handled by ADG(IC-II)

1. Processing of C-DOT budget.

2. Follow up on standing, consultative and Governing Council Meetings.
3. Processing for laying of Annual Report of C-DOT in the Houses of Parliament.

LICENCING REGULATION CELL - I (LR-I)

Under *Director (LR-I)*

1. Processing of applications, issue of LOI, signing of Licence Agreement in respect of Commercial CUG VSAT services/ INSAT MSS Service.
2. Monitoring/ reports in respect of two services.
3. Processing of vigilance cases reported against the above licences.
4. All issues including Spectrum/ Technical issues related issued in respect of above licenses including coordination with Department of Space, Technical Advisory Group (TAG) meetings and INSAT Coordination Committee (ICC).
5. Security aspects of above licences including coordination with MHA and Ministry of I & B.
6. Court and arbitration cases, Audit Paras, C&AG/ Audit Paras in respect of PSUs.

LICENCING REGULATION CELL - II (LR-II)

Under *Director (LR-II)*

1. Processing of application, signing of Licence Agreement in respect of Internet service with & without Internet Telephony.
2. Processing of Internet Gateway application using Submarine Cable and Satellite Medium.
3. Holding of meeting of two Inter-ministerial Committees.
4. Grant of approval for Gateways after clearance from above mentioned Committees.
5. Grant of Internet Access Code to ISPs as per the National Numbering Plan.
6. Termination of ISP licences after start of service and also under Exit Policy (without starting services).
7. Policy relating to Internet and Broadband services.
8. Handling of Vigilance cases reported against ISPs.

9. Inter-ministerial Coordination in respect of security/ monitoring issued of Internet Services.
10. Clarification /Interaction with TRAI, TEC, BSNL/MTNL & Licences on issues relating to Internet service.
11. Issues relation to any new data service.
12. Blocking of website as per Gazette notification.

LICENCING REGULATION CELL - III (LR-III)

Under *Director (LR-III)*

1. Processing of applications, signing of Licence Agreement in respect of new Captive CUG VSAT licences, Monitoring of existing Captive CUG VSAT licences, Migration of existing Captive CUG VSAT licences as envisaged under NTP-99.
2. NOC/ Permission for Dedicated Radio/ Optical Fibre Links.
3. CUG network related issues including TRAI interaction.
4. INSAT/ Satellite related issues in respect of above licences including coordination with Department of Space, Technical Advisory Group (TAG) meetings and INSAT Coordination Committee (ICC).
5. Spectrum/ Technical issues in respect of above licences and coordination/ liaisoning with WPC, TRAI, TEC & NOCC.

LIBRARY (LIB)

1. Issue of Library Cards to its members.
2. Procurement of books and their classification and cataloguing.
3. Issue, receipt and proper shelving of books and periodicals.
4. Circulation of periodicals, magazines, newspapers etc. with the showing of items of interest, if any, to senior officers and sections.
5. Organisation and improvement of the Library.
6. Supply of code/ rule books to officers and sections of the Directorate.
7. Payment of Bills in respect of Books, periodicals, newspapers etc. purchased by the Library.
8. Renewal of Annual subscription to various magazines/ periodicals.
9. Reimbursement of Newspapers bills of Minister Office and senior officers of DoT.

LEGAL CELL (LEGAL)

1. Preparation of synopsis of all legal cases.
2. Issue of instructions on handling of court cases.
3. Conveying engagement of Government Counsels to BSNL.
4. Assistance to Legal Advisor on all matters.
5. Analyse legal cases marked to the Cell.
6. Clarification on fee bill matters of Govt Counsels.
7. Compilation of information on Court cases for Focus Action Group (Legal).
8. Provide information on all legal matters.
9. Routine references received from BSNL and MTNL and other PSUs.
10. Submission of Telecom Commission Memo on the status of legal matters.
11. Work relating to legal books/journals.

LICENSING FINANCE CELL (LF)

1. Financial advice on all matters relating to licensing of private operators to provide Telecom Services like Basic Service/Cellular Mobile Telephone/Radio Paging Service/E-Mail/Voice Mail/ Audiotex/PMRTS/V-SAT/Internet/Service/GMPCS/National Long Distance/International Long Distance/IP-I/IP-II
2. Collection and Monitoring license fee payments for the above services.
3. Maintenance of Financial and Performance Bank Guarantees including timely action on their extension and invocation as and when required in terms of License Agreements.
4. Vetting of ATNs on Audit Para/CAG/PAC Para relating to above services.
5. Budget estimation of license fee on value added services/Basic services etc.
6. Matters related to U.S.O (Universal Service Obligation)

ORGANISATION AND METHOD SECTION (O&M)

A. O&M Matters

1. Implementation of various provisions of Manual of Office Procedure
2. Settlement of disputed receipts
3. Attending to references from Department of Administrative Reforms and Public Grievances on O&M matters.
4. Preparation and updating of Organisational Chart of Department of Telecom.
5. Updating of work-distribution list of various sections of the Department
6. Annual O&M Inspection of DoT'S Section /Cells as well as Cells in Circles

B. Coordination activities

7. Co-ordination of the following Cabinet Summaries and their submission by DoT :
 - (a) Monthly Summary on important events
 - (b) Implementation Report on the decision of Cabinet Summary.
 - (c) Comments on various Cabinet Notes.
 - (d) Harassment of women.
 - (e) Legislative proposals.
 - (f) Matter relating to Election.
 - (g) Republic/Independence Day celebrations.
8. Handling of all applications for supplying information received under RTI Act.
9. Monitoring of all the VIP references.
10. Material for Prime Minister's speech on 15th August (Independence Day)
11. Reporting of important events of DoT to Cabinet Secretariat during PM's foreign tour.
12. Preparation of Compendium on channel of submission
13. Warrant of Precedence List of dignitaries.

C. Record Management

14. Processing of all cases regarding Record Management
15. Maintenance of close liaison with National Archives of India and A.R.& P.G.
16. Weeding of records in accordance with the procedure laid down.
17. Proper maintenance and management of the Semi-Current record files stored in the Record Room.
18. Compilation of periodic version of the retention schedules of the Department.
19. Compilation of Organizational History of the Department and Annual supplements to it.

OFFICIAL LANGUAGE SECTION (OL)

1. All matters relating to the translation work in Hindi for DoT.
2. All matters relating to the implementation of Official Language Policy of the Government & Progressive use of Hindi.
3. Incentives/awards for progressive use of Hindi.
4. Circulation of Orders/ Instructions issued under the official Language Act.
5. Matters related to Devnagri/ Bilingual Electronic, Electric Teleprinters and other bilingual electronic devices.
6. Matters relating to issue of Devnagri Telegrams.
7. Purchase of Hindi books and reference Literature in Telecom. offices.

8. Review of quarterly progress report of various circles and undertakings regarding the use of Hindi for Official purposes.
9. Departmental O.L.I.C.
10. Doorsanchar Hindi Salahkar Samity – organisation, quarterly meetings and action on its recommendations.
11. Matter relating to Kendriya Hindi Samity.
12. Use of Hindi terminology in Departmental examinations and Telephone Directory.
13. Matters relating to inspection tours of Parliament Committee on Official Language and coordination with Committee.
14. Inspection of various circle offices and undertakings of DoT with a view to implementation of the OL policy of the Government.
15. Organisation and rendering of technical guidance to Hindi Sepecial Service on telephone '177'.
16. Evolution of special courses for training of various categories of Telecom staff.
17. Training of staff in Hindi/ Hindi typing/ stenography and translation.
18. Matters relating to Hindi Examination of Parveen, Probodh, Pragya etc.
19. Preparation of speeches of Minister pertaining to matters relating to Hindi.
20. Follow up action on decision taken in various meetings organised by the Department of Official Language.

OTHER SERVICE PROVIDER SECTION (OSP)

1. Policy matters and Guidelines for other Service Providers Category.
2. Registration of Other Service Providers providing services like call centers, tele-marketing, tele-education, tele-trading and other IT enabled services, which uses infrastructure provided by various authorized telecom access service providers, under OSP category.

PARLIAMENT SECTION (PARLT.)

1. Monitoring, co-ordination and handling of all Parliament Questions and Answers.
2. Coordination in regard to Legislative Business of the Ministry in both the Houses of Parliament.
3. Meetings of the Parliamentary Consultative Committee/ Standing Committee.
4. Material for President's address to both the Houses of Parliament.
5. Collection of material for legislative business and other important issues/ matters likely to be raised in both the Houses of Parliament.
6. Evidence before Committee on Government Assurances/ Committee on Subordinate legislation and other such Committees.
7. Visits./Study Tours of Parliamentary Committees including Departmentally related Standing Committees.

8. Review of Pending Assurances where follow up action is to be taken by Section concerned direct.
9. Preparation of papers for Honorable Minister/ Minister of State for Parliament days allocated to Ministry.
10. Arrangements of briefing meetings and provision of related material prior to allotted question days.
11. Matters raised under Rule 377 in Lok Sabha and by way of Special Mention in Rajya Sabha and *suo-moto* statements by Minister/ Minister of State for Communications and Information Technology.
12. E-mailing of Parliament Questions and replies to Lok Sabha/ Rajya Sabha Secretariats.

PAY AND ALLOWANCES TELECOM (PAT)

1. Policy matters- its examination & clarification relating to all the financial entitlements of staff like any allowance, pay, advances, pay fixation, medical reimbursement/advance etc..
2. Permanent Advances, Cash Imprest.
3. Attachment of salary in respect of Telecom staff.
4. Central Government Employees Group Insurance Scheme.
5. Fixation of pay of re-employed pensioners/ redeployed Government Servants.
6. Bonus.
7. ACP – Policy matters.

PUBLIC SECTOR FINANCE SECTION (PSF)

1. Financial advice relating to Central Public Sector Undertaking (CPSUs) under department of Telecommunications in the matter of annual accounts/reports, expenditure proposals beyond the power of their Board of Directors, raising money through market loans, shares, disinvestments etc., sanction of budgetary assistance in the form of loans/shares capital etc., proposals relating to grant of Govt. guarantee in respect of these PSUs, financial matters relating to disinvested PSUs etc.
2. Proposals relating to ammendment/modification to Articles of Association /Memorandum of Associations/ bye-laws relating to ITI, BSNL, MTNL TCIL, ITI and C-DOT.
3. Proposal relating to appointment of Board Level Officers of PSUs and Directors of C-DOT.
4. Proposals relating to deputation/delegation abroad of officers of Board level of PSUs.
5. Preparation of Internal and External Budgetary Resources (I&EBR) proposals in respect of PSUs under Department of Telecommunications and related matters.

6. Foreign Exchange budget in respect of DoT WPC Wing including monitoring Organisation and C-DOT.
7. Compilation of quarterly statement of Govt. guarantee in respect of PSUs under Deptt. of Telecommunications and submission thereof to Ministry of Finance.

PUBLIC SECTOR ADMINISTRATION SECTION (PSA)

1. To deal with the posts of Functional Directors/Government Directors/Non-official Directors/Independent Directors on the Boards of TCIL/MTNL/BSNL/VSNL.
2. To deal with cases for appointment /confirmation /extension /upgradation / transfer /duties /retirement /resignation /termination /removal /re-selection/pay fixation/service conditions/terms and conditions of appointment of Board level executives/structure and composition of Board of Directors etc.
3. Revision of scales of pay of the Board level executives.
4. Submission of Monthly /Quarterly Reports regarding Board level posts / vacancies to the concerned sections in DOT.
5. Annual Confidential Reports / Annual Property Returns of Board executives of MTNL, TCIL and BSNL.
6. Parliament Questions / Assurances, Minister's / VVIP cases, Court cases.

PROTOCOL SECTION (PROTOCOL)

1. Receiving and seeing off the Ministers, Chairman and Members of the Telecom Commission and foreign delegations at Sanchar Bhavan/ airports on their arrival and departures.
2. Arranging air tickets with the I.A.C/Air India and in some cases with private airlines such as Jet Airways, Sahara, Jagson etc. in connection with the visit of officers in India/abroad. This includes all officers of the rank of ADsG/USs and above including Hon'ble Ministers.
3. Arranging Passports/Visas for Ministers, Chairman and Members of Telecom Commission and other senior officers (upto the rank of Additional Secretary) and PS to Ministers.
4. Arranging foreign exchange through agents authorized by the Reserve Bank of India etc. for Ministers/other officers of the rank of Secretary level for their visits abroad.
5. Coordination with Bureau of Civil Aviation Security (BCAS) for airport passes and for security arrangements of VIPs with Delhi Police.
6. Arrangement of flower bouquets, wreathes, gifts and flags of other countries etc. for meeting with foreign delegations.
7. Safe custody of diplomatic/official/ordinary Passport issued to Government officers/officials in the Department of Telecom except ITS Service and P&T Finance Service.

PAY BILL SECTION (PB)

1. Preparation of Pay bills, supplementary bills, payslips and disbursement of monthly salaries of DoT officers and staff.
2. Drawing of O.T.A./ honorarium and other bills.
3. Recovery of income tax.
4. Preparation of bills for all kinds of advances and withdrawals.
5. Recording service verification certificates in Service Books of staff of DoT Hqrs.
6. Sending recovery schedules for license fee payable to the Directorate of Estates.
7. Sending recovery schedules for license fee to Departmental quarters maintenance units.
8. Submission of recovery schedules for PLI premium to Deputy Director, PLI, Kolkata.
9. Issue of monthly/annual income certificates.
10. Issue of LPCs
11. Issue of House Rent Allowance Certificates for gazetted and non-gazetted staff.
12. Payment of washing allowances from January every year.
13. Calculation of interest for short term/ long-term advances and issue of certificates.
14. Issue of Form No. – 16 to officers/ officials.
15. Issue of Form No. – 24 to Income Tax Office.

PLANNING & MONITORING CELL (P&M)

1. 5 year plan proposals of Telecom Sector & Mid-Term Appraisal of Plan Schemes.
2. Preparation of monthly status of Telecom Sector in respect of Five Year Plan.
3. Preparation & Processing of the annual Plan Proposal of the Telecom Sector.
4. Six Monthly Performance Review Report to Planning Commission.
5. Implementation Report on the Decisions of the Cabinet/Cabinet Committee
6. Material for Performance Budget/Expenditure Budget/Pre-budget Economic Survey/Annual Report.
7. Inputs for Standing Committee.
8. Review of NTP-99 (Quarterly)
9. Submission & Preparation of Monthly Report on Circle-wise Teledensity
10. Review Report of DELs & Waiting List
11. Report on Important Events and Status of various Telecom Developmental Parameters.
12. Monthly Review Report of Infrastructure Performance from MOSPI.
13. Monthly Report for Cabinet Secretary on important events in DoT and its PSUs

14. Preparation of the Company –wise Progress Report

PAY AND ACCOUNTS OFFICE(PAO)

1. Precheck of all claims of DoT(HQ), Ministry, WPC and WMO.
2. Issue of cheques for claims admitted.
3. Reconciliation of daily remittances to and withdrawals from Bank and verification of date wise monthly statement from Bank.
4. Preparation and submission of Classified Accounts for DoT Hqr.
5. Settlement of Inter-departmental claims of DoT (HQ) including claims of MEA.
6. Settlement of Audit objections relation to the activities of PAO (HQ).
7. Maintaining broadsheets of Loans and Advances, Debt, Deposit and Remittance Head. Preparation of the Review of Balance statements for Hqrs.
8. Maintenance of objection books, transfer entry register and submission of GPF, Insurance, and LSPC schedules to AO(PFP).
9. Maintenance of loan and equity account (receipt and payment) of PSUs under the Ministry of Communications.
10. Preparation of bills and issuance of cheques for GPF Transfer cases received from PFP Section.
11. Settlement of ATD/ATC received from DoT Units of various circles and issuance of ATD/ATC for claims received from them.
12. Sending of schedules along with Cheque for recoveries from salary of various employees who are on deputation to DoT Hqr., to their respective parent Department.
13. Preparation and submission of annual Appropriation Accounts for DoT Hqrs.
14. Maintenance of various registers connected with the above work and submission of monthly and annual returns.

PENSION SECTION (PEN)

1. All pension cases of officers & staff of Deptt. of Telecom./ BSNL/ TEC like retirement on superannuation, voluntary retirement, death, permanent absorption etc.
2. Clarification relating to Pension Rules to field units all over the country.
3. Issue of Identity Cards to pensioners retiring from DoT.
4. GPF final withdrawal of CGMs.
5. Court cases concerning retirement benefits.
6. Verification of service – Issue of qualifying service certificate.
7. Counting of past service.

8. Holding of Pension Adalats.
9. Maintenance of Service books of ADsG and above of I.T.S. cadre.
10. Issue of certificate for concessional Telephone after retirement.

PHONES PRIORITY - I SECTION (PHP-I)

1. All policy and allied matters relating to allotment of out of turn telephone connections.
2. Preparation and issue of sanction orders for allotment of out of turn telephone connections and their monitoring.
3. Matters pertaining to telephones under MP quota.
4. All policy and allied matters and Sanction of allotment of Out of Turn/ Local /STD /ISD PCOs.
5. Sanction of RSTCs and Mobile Telephones for Sectt. of Hon'ble MoC&IT and MoS(C&IT).
6. Policy and allied matters and Sanction relating to provision of concessional telephone for serving and retired DoT employees.

PHONES PRIORITY – II SECTION (PHP-II)

1. Policy on printing of telephone directory and Directory Enquiry Service of MTNL and BSNL.
2. All policy and allied matters relating to constitution /re-constitution of TACs, facilities to TAC members.
3. Preparation and issue of nomination letters in respect of members of TACs and nominations of MPs.
4. Sanction of WLL/Dolphin Mobile Service Connections for officers/officials of DoT.
5. Sanction of Office Service Telephone Connections(DEL/EPABX/PAX etc,
6. All policy and allied matters relating to Service Telephone Connections for DoT officers and Staff. (Both Residential Service Telephone Connection and Office Service Telephone Connections)
7. All policy and allied matters on telephone concessions by BSNL and MTNL to various categories – concessions to Senior Citizens, Physically Handicapped Persons, Freedom fighters, War Widows, Gallantry Award Winners, Disabled soldiers, President's Police Medal awardees etc.

Work assigned to AD(PHP)

1. Secret /Top Secret matters pertaining to Ministry of Home Affairs.
2. Sanction of RAX connections for DoT officers.
3. Entitlement of telephones by MPs.

4. Matters relating to Standing Committee, Consultative Committee and other Parliamentary Committees.

PROVIDENT FUND AND PENSION SECTION (PFP)

1. Scrutiny of pension papers of officers/ officials retiring on superannuation, permanent absorption in PSUs. Issuance of Pension Payment Orders to concerned authorities for payment of Pensionary benefits to staff of DoT(Hq), BSNL corporate office, erstwhile Ministry, Monitoring Organization Headquarters (Pushpa Bhawan) counter signature on pension payment orders received from LLA, Maharashtra in respect of BSNL employees covered under CCS Pension Rules.
2. Monitoring foreign service contribution, Maintenance of Broadsheet for leave salary contribution and pension contribution and watching their recoveries for officers deputed from DoT(Hq), BSNL corporate office, erstwhile Ministry and Monitoring Organisation (Pushpa Bhawan).
3. Maintenance of GPF of Ministry, DoT(Hqrs), Monitoring Headquarter (Pushpa Bhawan) and corporate office BSNL. Issue of certificate of balances for each head of staff annually.
4. Transfer of GPF balances of officials of Ministry, DoT(Hq), Monitoring Stations and Corporate Office BSNL to other Pay and Accounts Officers on transfer.
5. Maintenance of GPF Broadsheets in respect of all mentioned above.
6. GPF final payment cases of all the officials of Ministry, DoT Hqtrs., Monitoring Headquarter (Pushpa Bhawan) and BSNL Corporate Office.

POLICY CELL (POLICY)

1. Rural Telephony including finalisation and implementing of USO guidelines.
2. Providing material on Rural Telephony for Telecom Commission Meetings.

PUBLICITY AND PUBLICATION SECTION (PP)

I. Publicity

1. Publication of NITs, vacancies and any other items received from various wings of the department through DAVP.
2. Issuing Press Notes through PIB.
3. Liaison with I&B Ministry and its subordinate units as well as other Ministries, etc. in respect of publicity matters.

II. Publications

1. Printing work of the Department of Telecom(HQ) {Annual Reports, Budget Documents, Plan Documents, Bid Documents, Forms, D.O.Stationery items etc.} through Directorate of Printing / Government of India Presses and Private presses and related tendering activities.
2. Printing of Brochures & Pamphlets of the Department through DAVP.

III. Miscellaneous

1. Arrangement with PTI and UNI for News Scan Services to Ministers, their PSs and Chairman(TC).
2. Arranging photography of various functions / conferences / meeting in the Department
3. Drafting of messages on behalf of Hon'ble Ministers/Chairman(TC) for publication on certain important occasions / in publications etc.
4. All VIP reference relating to releases of ads. through newspapers.

PUBLIC GRIEVANCES & INVESTIGATIONS SECTION (PG&I)

1. Study of the causes of complaints for evolving remedial measures and for increasing the efficiency of the Telecom. Services.
2. Suggesting any modification in the field organization structures from the trend of complaints. Pattern for suiting the customer needs and to cope with Public Grievances.
3. Redressal of individual service complaints addressed to the Minister, Minister of State, Chairman (Telecom. Commission) other higher officers and through direct correspondence.
4. Dealing with grievances received from Directorate of Public Grievances, Department of Administrative Reforms & PG, PMO and Cabinet Secretariat.
5. Dealing with matters of Misuse of Telephones (other than those involving corruption), Delay in provision of new Telephone connection, accessories, shifts, transfer, clearing of faults, refund of registration amount, telegraph complaints etc., Complaints regarding Telephone Directory, wrong disconnection of telephones, disputed meter reading, wrong billing, safe custody charges etc.
6. Court cases including consumer fora as well as appeal cases on individual telephone grievances.
7. Publication of Citizen Charter.
8. Examination of Grievances appearing in newspapers.
9. Matters relating to various committees of Parliament on Public Grievances.

RESTRUCTURING SECTION (RESG.)

1. Administration of TRAI act and other administrative matters relating to TRAI and TDSAT
 - (a) Framing of rules under the Act.
 - (b) Laying of rules under the Act.
 - (c) Laying of Annual Report of TRAI.
 - (d) Administration of TRAI Act.
 - (e) Creation of posts for TDSAT.
 - (f) Other matters relating to above in respect of TRAI/ TDSAT.
2. All matters relating to DoT restructuring other than those specifically allotted to other wings, including matters requiring coordination for Monitoring implementation of corporatisation / restructuring.
3. Administrative Cell for the Communication Convergence Bill – 2001.

STAFF AND ESTABLISHMENT OF ACCOUNTS PERSONNEL SECTION (SEA)

1. All Staff & establishment matters and cadre management, like appointment/promotion/posting & transfer/deputation/recruitment rules/retirement/counting of past service/forwarding of applications etc. pertaining to Indian P&T Accounts and Finance Service.
2. Commercial and private employment after retirement in respect of all Group 'A' officers of Indian P&T Accounts and Finance Service.
3. Safe custody of Diplomatic/ Official/ Ordinary Passport of P&T Finance & Accounts Service Cadre.
4. Cases for "Change of Name" in respect of Group 'A' and 'B' officers of Indian P&T Accounts and Finance Service.
5. Rules of Recruitment and their amendments in respect of Group 'A' and 'B' officers of Indian P&T Accounts and Finance Service(AFS).
6. Association matters relating to Group 'A' and 'B' officers of Indian P&T Accounts and Finance Service.
7. Allotment of staff numbers to newly appointed/ promotee JTS officers.

STATISTICS (STT) SECTION

1. Database on telecom sector covering statistics relating to:-
 - a) Telephone b) Telegraph c) Staff statistics d) Ex-servicemen, SC/ST and women Employees.
2. Publication/Reports

a) Indian Telecom Statistics

- b) Hand book on “Performance of Telecom Sector”
- c) Preparing official evidence for different Parliamentary Committees on the subjects related to Annual Report of DOT.
- 3. Supply of Annual Report of DOT to Parliament, PIB etc.
- 4. Supply of data to Central Statistical Organisation and other Ministries./Deptts. Of GOI.
- 5. Supply of statistics to foreign administrations and International Organisation like ITU, APT etc.
- 6. Collection of publications/reports etc. for compilation of Circle level statistics.
- 7. Computerisation of data base on telecom sector and other allied activities.
- 8. Obtaining Annual Reports and other documents on telecom sector from other countries.
- 9. Monitoring and Review of performance of Telecom sector based on selected parameters.
- 10. Preparation of Memo for Telecom Commission relating to progress and status of different Telecom development parameters.

STAFF TELECOM GAZETTED –I SECTION (STG-I)

- 1. All Staff & establishment matters and cadre management, like appointment/promotion/posting & transfer/deputation/recruitment rules/retirement/counting of past service/forwarding of applications etc. pertaining Junior Time Scale (JTS) & Senior Time Scale (STS) of the Indian Telecom Service Group ‘A’.
- 2. Legal cases arising out of service matters handled by this Section.
- 3. Inter-unit postings and transfers of JTS/STS officers of ITS Group-A among BSNL/MTNL/DoT/TEC.
- 4. References from Unions and SR Section relating to service matters handled by this Section.
- 5. Parliament questions arising out of service matters handled by this Section.

STAFF TELECOM GAZETTED –II SECTION (STG-II)

- 1. All Staff & establishment matters and cadre management, like appointment/promotion/posting & transfer/deputation/recruitment rules/retirement/counting of past service/forwarding of applications etc. pertaining to TES Group-B.
- 2. Preparation of eligibility list of JTOs for promotions to TES Group B.
- 3. Inter-unit transfers among BSNL/MTNL/Dot HQ/ TEC and posting in DoT HQ.

4. Calling for Volunteers for postings in Telecom Directorate & Telecom Engineering Centre.
5. Policy regarding placement from SDE to Sr.SDE
6. References from unions and SR Section relating to service matters handled by this section

STAFF TELECOM GAZETTED –III SECTION (STG-III)

1. All Staff & establishment matters and cadre management, like appointment/promotion/posting & transfer/deputation/recruitment rules/retirement/counting of past service/forwarding of applications etc. pertaining to Junior Administrative Grade(JAG), Senior administrative Grade(SAG) & Higher Selection Grade(HSG) of ITS Group-A.
2. Inter-unit transfer and posting among DoT HQ/BSNL/TEC/MTNL for all the cadres handled in the section.
3. References from unions and SR Section relating to service matters handled by this section.
4. Absorption of Group – A & B officers to MTNL.

STAFF RELATIONS SECTION (SR)

1. Recognition of Telecom Service Group ‘A’/ ‘B’ Officers & Non-gazetted employees of WPC & Monitoring Wing Associations and scrutinising of their constitutions.
2. Trade Union facilities to the recognised Unions.
3. Policy matters regarding recognition of applicant unions.
4. Agitation/ Strikes by BSNL/ MTNL Unions. Measures to avert /calling off agitation which include creation/operation of Control Room and undertaking conciliation procedure with Ministry of Labour etc.
5. All Parliament Questions and V.I.P. references on Union matters of BSNL/ MTNL/ DoT.
6. Processing of references received from Ministry of Labour.
7. Resolution and Memorandum submitted by Telecom/ BSNL/ MTNL/ Union.
8. Facilitating/ organising meetings between the representatives of Unions/ Associations operating in MTNL/ BSNL with the MOC&IT, MOSC&IT, Chairman (TC) and other senior officers.

STAFF NON GAZETTED(SNG)

1. Recruitment Rules in respect of JTOs and clarifications thereon.
11. Matters related to absorption of Group ‘C’ & ‘D’ in MTNL and BSNL.

12. All matters where interaction with DoP&T/UPSC and other Ministries are required.
13. Absorption of JTOs in MTNL and BSNL.
14. Cadre Controlling function in respect of Gr.'C' & 'D' employees who have opted for retention of Government status.
 - Promotion
 - Registration
 - Voluntary Retirement
 - Other Service matters
15. Voluntary Retirement and Resignation cases of JTOs.
16. Disputes related to seniority arisen before 1.10.2000
17. Reservation matters.
18. Disputed cases related to OTBP/BCR.
19. Cases related to re-deployment of Group 'C' & 'D' and JTOs who have opted DoT/Govt. Status.
20. Clarification in respect of issue of Presidential Orders.
21. Union references.
22. Parliament questions.
23. Court cases.
24. Grievances and VIP cases
25. Deposit of Passport of ITS in safe custody and issuing of certificate thereon.
26. Cases of superannuation/ voluntary retirement/Medical Invalidation etc. in cases of DoT optee /Non-optee Gr 'C' & 'D' officials of MTNL.
27. Disciplinary and Appeal cases with respect to the DoT optee/Non-optee Gr 'C' & 'D' officials of MTNL.

SCHEDULED CASTE AND TRIBE CELL (SCT)

1. Dereservation of cases.
2. Sending of teams to Circle offices to check the rosters maintained in respect of SC/ST/OBC.
3. Appointment of Liaison Officers in each administrative wing of PSUs and Autonomous Bodies.
4. Sending of Annual Statements for SC/ ST and OBC to Department of Personnel and Training.
5. Maintenance of Register of complaints and grievances of SC/ST employees Welfare Association.
6. Periodical meeting with the associations to redress grievances of affected SC/ST employees.

7. Monitoring of reservation order received from DoP&T and Public Enterprises from time to time.
8. In addition to SC/ST cases work relating to OBC and Minorities is also undertaken.
9. Special recruitment drive for SC/ ST

SERVICE UNIT- I CELL (SU – I)

1. Matters relating to BSNL – Coordination with Deptt. of Public Enterprises (DPE), Ministry of Finance, D/o Disinvestment, Cabinet Sectt.
 - (a) Memorandum of Understanding (MoU) finalisation
 - (b) Navaratna /Miniratna Status
 - (c) IDA pay scales for Group ‘B’ officers.
 - (d) Matters relating to listing and disinvestment
 - (e) Matters relating to provisions under Income tax/Finance Act such as Tax on dividend, Accommodation to employees, 801A eligibility etc.
 - (f) Deployment of security agencies by BSNL
 - (g) Disputes with other public organisations such as excise, income tax etc. Disputes referred to Committee on Disputes.
2. Restructuring of MTNL & BSNL – Consultant appointment, report examination & other related matters.
3. General matters related to Telecom services & operations of BSNL.
 - (a) Reference from VIPs, PMO, Cabinet Sectt. Etc.
 - (b) Equipment procurement by BSNL
 - (c) Quarterly performance review
 - (d) Review by MOC*IT, MoS(C&IT) & Secretary (DoT) of specific areas such as J&K, North-East and specific projects etc.
 - (e) Visits of President, PM & other dignitaries to states – preparation of briefs
 - (f) Monitoring of services at the time of disaster such as earth quake, floods, Tsunami etc.
 - (g) Implementation of Model Code of Conduct during elections.
4. Representations received from individual employees relating to pay scales, pay fixation, complaint etc. against harassment.
5. Pending matters arising out of corporatisation of DTS/DTO such as :
 - (a) Finalisation of Asset Transfer Agreement between DoT and BSNL
 - (b) Asset transfer to other Govt. agencies such as NHAI, Prasar Bharti etc.
 - (c) Miscellaneous matters concerning BSNL, creation – Restructuring wing which handled corporatisation of DTS/DTO, has transferred all concerned files to SU-I.
6. Parliament related matters
 - (a) Parliament questions and Parliament Assurances relating to telecom services related issues of BSNL, other PSUs.

(b) Visits of various Parliamentary committees related to telecom service provided by BSNL.

7. Audit Paras.

(a) Monitoring and preparation of Action Taken Notes (ATNs) on the Audit Paras included in the Reports of C&AG and also the draft audit para

8. Court cases

(a) Cases concerning DTS/DTO

(b) Cases concerning BSNL in which Govt. is also made respondent.

(c) Arbitration cases

10. Defence Coordination matters.

(a) Coordination of all matters arising out of action points indentified for the Department of Telecom. in the Union War Book.

(b) All matters concerning Ministerial War Book.

(c) Work relating to implementation of recommendations made by the Industrial Security Inspection teams of Intelligence Bureau (IB) in respect of all vital installations of the PSUs and the Wireless Monitoring Organisations(WMO).

(d) Declaration of Vital Telecom Installation of all the PSUs and WMO.

(e) Coordination with the MHA for organising security of all vital Telecom installations of the PSUs and the WMO.

(f) Defence of India Rules /Acts notifications etc.

(g) Industrial Security instructions.

(h) Miscellaneous matters such as safe custody certificates for important documents and Top Secret Seals. Etc.

(i) Matter relating to detaining officers War Watching Manual and other documents issued by Naval Headquarters

(j) Coordination with the PSUs WMO, Ministry of Home Affaris and Defence authorities for all security related matters.

SERVICE UNIT- II CELL (SU – II)

1. Parliament questions

2. Statement of facts.

3. Assurances

4. Updating of list of pendency on Assurances and VIP/PMOs cases

5. Committee on Disputes.

6. Committee on Public Sector Undertaking

7. Laying of Annual Report in Parliament.

8. Court cases.

9. Ministers cases.

10. Complaints received form associations, individuals and other quarters.

11. Audit paras

12. References received from various Ministries

13. Consultations with other Ministries

14. Furnishing of monthly, quarterly report on Committee on Papers to be laid in Parliament.
15. Matters raised under Rule 377, Special Mention.
16. Important events.
17. Implementation of decisions of Cabinet.
18. Matters relating to Standing Committee.

SERVICE UNIT- III CELL (SU – III)

1. Service and Operational matters.
 - (a) VIP references –
 - (b) Regular performance review through TC.
 - (c) Government approval for important matters/projects beyond the powers of TCIL Board.
 - (d) Union, Ministerial/war book matters etc.
 - (e) I. Parliament Questions
II. Assurances
III Laying of Annual Reports
 - (f) Court cases.
2. Interface between service units (TCIL) and other Government Ministries/Deptt. such as DPE.
 - (a) Board level appointment.
 - (c) MoUs
 - (d) Review of MoUs based on performance.
 - (e) Amendment of AOA/kMOA
 - (f) Pay scales and schedule of PSUs.
 - (g) Organisational /Reorganisation issues.
 - (h) Presidential approval like transfer of shares.
 - (i) Action Taken Notes (ATNs) for CAG paras and Draft Audit Paras.
3. Disinvestment related issues.
 - (a) Follow up on VSNL etc.
 - (b) Disinvestment in TCIL.
4. Joint ventures of PSUs. (TCIL).
5. Inter-PSUs dispute, Arbitration.
6. Follow up action on formation of BSNL.
7. Review of important cases of PSUs.
 - (a) Disinvestment of Hexcom.

TELECOM REVENUE SECTION (TR)

1. Complaints addressed to Chairman (TC)/ Sanchar Mantri/ MOS(C)
2. TR excess bill complaints addressed to Cabinet Secretariat/ Prime Minister's Office/ President's Office.
3. Direct disposal of excess billing complaints addressed to MOC etc.
4. Parliament Questions.
5. TR matters relating to Parliamentary Committee.
6. Complaints of general nature.
7. Appointment of Arbitrator in TR cases under section 7(B) of ITR.
8. Important matters involving interpretation of rules/policy matters.
9. Court cases.
10. Pursuance of outstanding dues against MPs./Ex-MPs.
11. Rulings/procedures relating to billing of MPs' telephones.

TELECOM ACCOUNTS –I (TA – I)

1. Formulating accounting procedure for the Ministry/Department of Telecom and among the PSUs of DoT.
2. Issuing clarification on accounting procedures to DoT Cells/BSNL/MTNL Bank/Audit/CGA.
3. Monitoring and settlement of dues between DoT and MTNL/ BSNL/ VSNL etc.
4. Make policies for payment of pension through public sector Banks, printing of books on pension payment procedure through banks for notification to all concerned Government agencies.
5. Clarification to VSNL on loan, pension etc.
6. Updating of Telecom Accounts Manual, Appendix –V its printing and distribution.
7. Coordination of work of branches under DDG(A/cs).
8. Decision on payment of interest on GPF beyond six months, as referred by DoT Cells.
9. Control of focal point system of banks with unit/ Apex committee matters.
10. Draft Audit Para/ PAC Para/ Parliament Question related to TA-I Section.
11. Arrangement of banking system for DoT units.
12. Pension complaint cases (w.r.t. disbursement etc.)
13. Computerisation of work of CCA Offices (DOT Cells).
14. CCA workshop.
15. Apex committee meeting.
16. Dematerialisation of TDS.

TELECOM ACCOUNTS – II SECTION (TA – II)

1. Receiving Monthly Accounts from CCAs.
2. Preparation and submission of monthly accounts to GCA.
3. Preparation of statement of Central Transaction.
4. Preparation of Annual statement of Union Finance Accounts .
5. Preparation of annual statement of Appropriation Accounts.
6. State of work report.
7. Monthly conformation of RBI Balance from CCAs.
8. New Pension Scheme.
9. Review of Accounts.
10. Review of Balance.
11. TACT Package and TACT Progarmme and Account Code Directory.
12. Flash Figure to CGA.
13. Monthly Receipt and Expenditure figures on Website.

TARIFF SECTION (TARIFF)

1. Telecom Tariff policy issues.
2. Interaction with TRAI with respect to Telecom Tariff.
3. Tariff related issues with ITU, APT, SAARC and other international organisation(s).
4. Policy issues relating to Total Accounting Rate (TAR).
5. Cases relating to Study Group-III of ITU on Tariff.
6. Parliament Questions pertaining to Telecom Tariff.
7. Standing Committee, Estimates Committee, Consultative Committee, cases relating to Telecom Tariff.
8. DAPs and ATNs pertaining to Telecom Tariff.
9. Disposal of MPs', VIP cases pertaining to Tariff issues.
10. Examination of different suggestions received from different organisations/ individuals under "Suggestion Scheme".
11. Disposal of other miscellaneous works as and when assigned by higher authorities.
12. Court cases relating to Tariff.
13. Issue of Tariff Orders pertaining to Satellite/INSAT, INSAT-IA & IB etc.

TELECOM REVENUE AUDIT SECTION(TR AUDIT)

1. Preparing ATNs in respect of Audit Paras and reply to DAPs relating to Telephone Revenue of BSNL and MTNL.

2. Quarterly monitoring of Telephone Revenue of BSNL and MTNL including preparation of Commission Memo to weekly T.C. Meeting on quarterly basis.

TELECOM COMMISSION OFFICE SECTIONS (TCO)

1. Work relating to Telecom Commission meetings.
2. Monitoring of Telecom Sector Projects costing Rs.100 crores and above and Rs 20crores and above.
3. Status of issues requiring immediate attention – 15 points.
4. Thrust Areas monitoring.

TELECOMMUNICATIONS FACTORIES (STAFF){TFS}

1. Recruitment rules, appointments, confirmation and other service matters in respect of Telecom Factory Service (TFS) Group A Officers.
2. Conduct Rules cases of officers of TFS.
3. Training/deputation of officers
4. Cadre clearance in respect of officers.
5. Review at the age of 50/55 years in respect of officers of Telecom. Factories.
6. Employment of dependents of deceased officers – Review at DoT level.
7. Application of Labour Laws, Factories Act and other Statutory Acts in Telecom. Factories.
8. All other mater relating to Telecom Factories not indicated above and to be dealt with in DoT.
9. Disciplinary case of non optees Group C and D employees of MTNL

UNIVERSAL SERVICE OBLIGATION FUND ADMINISTRATOR(USO FUND)

1. Formulate bidding procedures including its terms and conditions for the purposes of implementation of Universal Service Obligation;
2. Evaluate the bids called for the purposes of implementation of Universal Service Obligation;
3. Enter into Agreement with the Universal Service Provider for the purposes of implementation of Universal Service Obligation;
4. Settle the claim of Universal Service Provider after due verification, and make disbursements accordingly from the Fund;
5. Specify relevant formats, procedures and records to be maintained and furnished by the Universal Service Provider;

6. Monitor the performance of the Universal Service Provider as per the procedure specified by him from time to time.

VIGILANCE – I SECTION (VIG.-I)

1. Processing of CBI Reports.
2. Liaison with CBI/CVC
3. Suspension, Revocation, Issue of Prosecution Sanction order in respect of DoT officers.
4. Period submission of case to Review Committee for review of suspension cases
5. Coordination & issue of Vigilance Clearance for all the officers/officials

VIGILANCE – III SECTION (VIG.III)

1. CCS (CCA) Rules – General Rulings – Policy matters
2. Schedule of CCS(CCA) Rules and general issues relating thereto – policy matters.
3. Suspension, punishment, appeals and petitions – General rulings – policy matters.
4. Proceedings under Rule 9 of CCS (Pension) Rules, 1972 in respect of non-gazetted staff.
5. Review of disciplinary cases of Group ‘C’ & ‘D’ employees absorbed in MTNL/BSNL under Rule 37-A of CCS(Pension) Rules 1972 in which the penalty of removal or dismissal is proposed to be imposed.
6. Appeals of gazetted /non-gazetted officials against suspension, statutory penalties.
7. Petitions from non-gazetted officials against suspension, statutory penalties.
8. Mercy petitions addressed to MoS(C) /Minister (C) of non-gazetted employees
9. Representation/Petition addressed to the President against the penalties awarded by the Disciplinary Authority under Rule 24(#) of CCS(CCA) Rules by the union office bearers in respect of union activities.
10. Nomination of ad-hoc Disciplinary Authority under Rule 12(2) of CCS(CCA) Rules 1968.

11. Request from non-gazetted officials for legal/financial assistance and reimbursement of legal expenses to defend cases in court of law.
12. Plural marriages request from non-gazetted officials for grant of permission for.
13. Suit Notices, CAT cases, Writ Petitions and SLPs against disciplinary proceedings, imposition of statutory penalties of non-gazetted staff.
14. Representations against adverse entries which lie to authorities in DoT, Hq.

VIGILANCE TECHNICAL CELL (VT)

1. Dealing with cases relating to Tech/ High Tech. Telecom. frauds for prevention of loss of revenue to the Government/ Service Providers.
2. Coordination with the officers of CBI/Police, BSNL, MTNL, VSNL, WPC etc. with a view to apprehend and prosecute the private persons including in High Tech Telecom. frauds and stopping the malpractice.
3. Arrangement for meetings, formation of committee, issue of instructions, booklet etc. for prevention/control of tech/high tech. Telecom frauds.
4. Dealing with the Minister's cases regarding allegations/ complaints on Tech/High Tech Telecom frauds/matters.
5. Dealing with the Parliament Questions relating to allegations/complaints on Tech/High Tech Telecom. frauds/matters.
6. Dealing with the miscellaneous cases involving loss of property/revenue to the Government/PSUs under the control of DoT.
7. Performance of miscellaneous works relating to Vigilance Technical Division of Vigilance Wing.

VIGILANCE MONITORING I SECTION (VM-I)

1. Investigation of complaints/cases having vigilance angle & monitoring and examination of reports thereon, pertaining to BSNL's circles viz Andhra Pradesh, Kerala, Karnataka, Tamilnadu Telecom Circles, Southern Project Circle, Southern Telecom Region, Chennai Telephones and Public Sector Undertakings like MTNL, ITI, TCIL, and C-DOT.
2. Seeking first stage advice of Central Vigilance Commission in respect of disciplinary cases pertaining to Gr.A & B officers of the said circles and PSUs under DOT.
3. Appointment of Circle Vigilance Officers in respect of above mentioned circles.
4. Appointment of Chief Vigilance Officers in respect of PSUs under the control of DOT.

5. Submission of monthly report on effective vigilance activities.
6. Submission of Memorandum for quarterly review of vigilance activities by Telecom Commission.
7. Parliament questions relating to Vigilance matters in respect of Circles and PSUs as mentioned in item No.1.
8. Performance appraisal of CBI cells working for DoT & their extension.
9. General administration/ house keeping (including security aspects) concerning vigilance wing.
10. General Co-ordination work in respect of vigilance wing.
11. Annual inspection of circles as above for streamlining vigilance administration and procedures.
12. Vigilance clearance work – furnishing of information/ status of disciplinary/ vigilance cases.

VIGILANCE MONITORING II SECTION (VM-II)

1. Investigation of complaints/cases having vigilance angle & monitoring and examination of reports thereon, pertaining to BSNL's circles viz UP(E), UP(W), Uttaranchal, Haryana, Punjab, Himachal Pradesh, J&K, Northern Telecom Project, Northern Telecom Region and DOT, Hqrs.
2. Seeking first stage advice of Central Vigilance Commission in respect of disciplinary cases pertaining to Gr. A & B officers of the said circles.
3. Appointment of Circle Vigilance Officers in respect of above mentioned circles.
4. Parliament questions relating to Vigilance matters in respect of Circles as mentioned in item No.1.
5. Annual inspection of circles as above for streamlining vigilance administration and procedures.
6. Vigilance clearance work – furnishing of information/ status of disciplinary/ vigilance cases.

VIGILANCE MONITORING III SECTION (VM-III)

1. Investigation of complaints/cases having vigilance angle & monitoring and examination of reports thereon, pertaining to BSNL's circles viz Gujarat, Madhya Pradesh, Chhatisgarh, Maharashtra, Rajasthan Circles, Telecom Factory, REPC, WTP, Quality Assurance, WTR, T&D and RTTC.
2. Seeking first stage advice of Central Vigilance Commission in respect of disciplinary cases pertaining to Gr. A & B officers of the above said circles and DOT.
3. Appointment of Circle Vigilance Officers in respect of above mentioned circles.

4. Strengthening of Vigilance Wing.
5. Submission of quarterly report on action plan on anti corruption measures.
6. Parliament questions relating to Vigilance matters in respect of Circles as mentioned in item No.1.
7. Annual inspection of circles as above for streamlining vigilance administration and procedures.
8. Vigilance clearance work- furnishing of information/status of disciplinary/vigilance cases.

VIGILANCE MONITORING IV CELL(VM-II)

1. *Handling and ensuring compliance to observations of the Chief Technical Examiner attached to Central Vigilance Commission on any activity of the Department, be it purchase or sale of stores or execution of works.*

WORLD TRADE ORGANISATION CELL (WTO)

1. WTO matters relating to Multilateral Bodies dealing with Telecommunications.

WIRELESS PLANNING AND COORDINATION SECTION (WPC)

1. Recruitment and cadre matters relating to JE(W) posts.
2. Acceptance and accounting of Bank Drafts received against WPC Licence/Exam Fee and royalty charges etc./Reconciliation with P&AO(HQ), DOT
3. Payment of India's share of contribution towards ITU budget.
4. Processing of nominations of all experts posts circulated by ITU, APT & various International Organisations.
5. Performance Budget and Annual Report in respect of WPC Wing.
6. Purchases of ITU priced publications for various wireless user Government departments.
7. Monthly and periodical reports for Budget provision in respect of WPC Wing/WMO (BE-RE & Revenue Receipts / Foreign Exchange requirements etc.)
8. RSTCs/OSTCs in respect of officers of WPC/WMO.
9. Annual Plan, Five Year Plan, Annual Report & Performance Budget etc.

WIRELESS PLANNING FINANCE SECTION (WPF)

1. Finance Advice for:
 - a) Sanction of new posts Gr.A,B,C&D for WPC & WMO
 - b) Confirmation of posts:
 - i) Gr.A (JAG & above)
 - ii) Gr.B
 - iii) Gr. C.& D.
 - c) Retention of posts: all posts in respect of WPC/WMO.
 - i) Gr. A and Gr.B
 - ii) Gr. C and Gr.D
2. Pay and Pension.
 - a) Cases of revision of pay in respect of WPC & WMO. Scale/ grant of special pay.
 - b) Fixation of pay & arrears claims in respect of WPC & WMO.
3. General
Scrutiny of projects estimates :
 - i) Proposal/ RPE with financial limit upto Rs.5 crores of WPC/WMO.
 - ii) Above Rs.5 crores of WPC/WMO.
4. Budget proposals of WMO/ WPC.
5. Land acquisition cases of WPC/ WMO.
6. Payment to various international organizations like ITU and APT by WMO.
7. Purchase of staff car for WPC & WMO.
8. Condemnation of staff car/ vehicles of WPC/WMO.
9. Renting of accommodation for WPC/ WMO.
10. Scrutiny and evaluation of tenders invited for imported and indigenous stores.
11. Cases relating to temporary advance of WPC/WMO.
12. Cases relating to enhancement of imprest for WPC/ WMO.
13. Write off of obsolete/ unserviceable stores in r/o WPC/ WMO.
14. Other cases of Cases for Finance Advice referred by Wireless & Monitoring Organisation/WPC.
15. Vetting of ATN on Audit Paras/replies to DAP etc. of WMO/WPC.
16. Expenditure relating to World Bank Project.

WIRELESS PLANNING FINANCE (REVENUE) (WPF-R)

1. Acceptance of payment of Spectrum charges, dispatch of cheques to PAO, Maintenance of register of payments received and made over to PAO with classification.
2. Review of payments and outstanding spectrum charges
3. Reminder to licences for payment of Sepctrum charges

4. Calculation of penal interest/penalty on delayed payments & recovery of the same.
5. Safe custody of Financial Bank Guarantee of licences, and maintenance of ledgers and control registers etc.
6. Review of FBG amount and its validity
7. Issue of letters of extension of FBGs before expiry of validity.
8. Invocation in case of non extension FBGs
9. Approval for invoking FBG in cases other than mentioned in item 8 above.
10. Cases relating to disputes on date of charging interest
11. Cases relating to adjustment of dues
12. Finalisation of AGR for CDMA operators after receipt of same from LF
13. Policy issues relating to AGR finalisation with reference to CDMA operators
14. Tariff on spectrum charges and Licence Fees on wireless Licence.

COP & AMATEUR SECTION (COP)

1. Conduct of Certificate of Proficiency (COP) Examinations for personnel in Maritime Mobile and Aeromobile in Wireless Telegraphy.
2. Award & Periodic renewal of Certificate of Proficiency/ Licence in respect of Maritime and Aeronautical Mobile Service.
3. Award & Periodic renewal of Global Maritime Distress and Safety Systems Certificate/Licence in respect of Maritime Mobile Service.
4. Issue & periodical renewal of Amateur Station Operator's Licence (ASOL).

CONFERENCE SECTION (CONF)

1. National Preparatory and follow up actions for major conferences like ITU Plenipotentiary Conference. World Radiocommunication Conferences etc.
 - (a) Formulation/Obtaining proposals from national agencies.
 - (b) Harmonization of views at national level.
 - (c) Preparation of national technical proposals for the conference.
 - (d) Follow-up actions for the decisions of the conferences.
2. ITU/APT Study Groups & their corresponding NWGs:
 - (a) Formulation & receipt of technical proposals from the NWGs, their examination, approval and forwarding of ITU/APT, as appropriate.

- (b) Receipt, examination and circulation of international documents among NWGs.
 - (c) Examination of comments/views received from NWGs.
 - (d) Forwarding of comments to ITU/APT after appropriate approvals.
 - (e) Coordination with MEA & Indian Missions, as appropriate.
 - (f) Follow up action for decisions of the ITU/APT Study Groups etc.
3. To finalise national view points on relevant matters for the telecommunication forum of other International Organisation viz. International Civil Aviation Organisation (ICAO), International Maritime Organisation (IMO), World Meteorological Organisation(WMO)Non-Aligned Movement (NAM), Economic and Social Council for Asia and Pacific (ESCAP), UN forum on peaceful uses of space etc.
 4. Arrange training / study visits of Indian officers abroad and of foreign telecom officers sponsored by ITU & APT, in India.

LICENSING & REGULATION SECTION (LR)

1. Grant and renewal of following categories of Wireless Telegraph Station Licenses under the Indian Telegraph Act, 1885:
 - a) Fixed/Land/Land Mobile Stations Licence (Other than Cellular, CDMA, PMRTs etc.,).
 - b) Maritime Mobile (Ship) Station License.
 - c) Aeronautical Mobile (Aircraft) Station License.
 - d) Experimental Station License.
 - e) Demonstration License
1. Import clearance for Wireless Transmitter / transreceivers.
3. Matters relating to Bureau of Indian Standards regarding wireless equipment standards.
4. Formulations of Rules under the Indian Telegraph Act, 1885 & Indian Wireless Telegraphy Act, 1933 pertaining to wireless communications.

FREQUENCY SECTION (WF)

1. Frequency Management, authorisation of frequencies to various Wireless users for transmission and reception except those relating to space services,

- after necessary examination and coordination and frequency notification etc. upto 335.4 MHz.
2. Notification frequency coordination with all wireless users for electromagnetic compatibility with a view to ensuring interference-free operation of all wireless networks in the country.
 3. International coordination and cooperation with other Administrations in relation to various terrestrial based communication network below 335.4MHz.
 4. Investigation of complaints of interference and taking remedial action for clearance of the same.
 5. Notification/ registration of frequencies with Radiocommunication Bureau (BR), ITU and follow up action.
 6. Examination of IFRB weekly circulars, except those pertaining to space section regarding published data of Indian Assignments and of other Administration for mutual compatibility.
 7. All national and international radio regulation and other allied matters.
 8. Frequency Management and authorisation of frequencies required for Power Line Carrier Communications (PLCC).
 9. Equipment Type Approval of wireless equipment, used in India (Technical aspects).
 10. International Telecommunication Union (ITU) coordination (Technical aspects).
 11. Implementation of radio Regulation pertaining to frequency usage and allocation of call sign blocks to various national wireless users.
 12. Assistance to National Radar Council meetings.
 13. Technical support to Conference Cell relating to the spectrum management aspects in the bands upto 335.4 MHz.
 14. Follow up action for implementation of the decisions of the conference for application to various National Telecommunication Organisations.
 15. Formulation of technical parameters/standards for Radio Equipment.
 16. Up keeping/Up dating for records in the ASMS database.
 17. Issuance of nation & international monitoring assignments in case of harmful interference complaints and analysis, of monitored data with a view to suggest remedial measures for elimination of interference.
 18. Undertaking international monitoring assignments and reporting the results to ITU, after necessary analysis, for interference-free transnational radio operations.
 19. Preparation of National Frequency Allocations Plans.
 20. Co-ordination/assistance to Wireless Planning Coordination Committee.

SACFA SECRETARIAT CELL (SACFA)

1. Examination of on line siting applications of all categories of all wireless users, e.g. Radio Paging Service, Public Mobile Trucking Services, V-SAT,

- Basic Services and Cellular Service etc. filed filling on website & issue of Acceptance Numbers and circulation to the SACFA members electronically using web interface.
2. Examination of comments from the members and interaction with the members and applicants for any issues and possible solutions.
 3. Formation of National Frequency Allocation Plan and Review / Revision thereof.
 4. Conduct of SACFA meetings for clearance of siting cases. Preparation of brief & Summary Record of SACFA meetings.
 5. Issue of siting clearance after receipt of NOC(s) from all members of SACFA.
 6. Preparation and maintenance of database of all siting cases.
 7. Periodical Review/Revision/ simplification and updating of SACFA procedure.
 8. Resolve issue between various wireless users as an outcome of SACFA meeting(s) by Secretary SACFA to expedite the cases.
 9. Examination & removal of harmful interference between two or more users.
 10. Inspect & check antenna installation to ensure no obstruction to line of sight microwave links as well as flying aircraft.

TERRESTRIAL GROUP

1. Spectrum management and issue of licences for Basic telephone services Wireless in Local Loop and CDMA based Cellular Services and all related aspects like technical examination & coordination of frequency assignment etc.
2. Assignment of UHF & Microwave radio frequencies in respect of all users including Security Agencies, Government Organisation, Public Sector Undertaking, Private users.
 1. Coordination of Frequency assignments, as required, in UHF & Microwave bands for terrestrial links.
 2. To eliminate harmful interference between radio stations of different users.
 3. Maintenance of National Frequency Register/ Records for these services and bands.
 4. Registration of appropriate radio frequency assignments with Radio communication Bureau of ITU for International recognition and protection.
 5. Examination of IFRB weekly circulars.

VALUE ADDED SECTION (VA)

1. Processing applications and spectrum management for service providers, having license agreement from VAS group of DOT to provide CMTS, PMRTS, Radio paging service throughout the country.
2. Interdepartmental correspondence and meetings for coordination of GSM and Microwave frequencies from various user organizations
3. Frequency assignments, for Cellular, PMRTS, Radio Paging Service
4. National Frequency Records(NFR) Entry in respect of assigned frequencies. Issue of letters for earmarking frequencies, agreements in principle & of Licence to operate, for Cellular, PMRTS., Radio paging etc.
5. Frequency coordination with existing users and EMC /interference analysis/detailed calculations.
6. Maintenance and updating of National Frequency Records.
7. Formulation of criteria for allocation of additional spectrum and review of spectrum charges to various mobile service providers.

SATELLITE COORDINATION SECTION (SAT)

1. Planning and Coordination of Indian Satellite network with respect to satellite networks of other Administrations.
2. Technical examination and filing of Advance Publication Information(API) i.r.o. Indian Satellite Network
3. Technical examination and filing of information in Appendix 4(AP-4) of Radio Regulation with International Telecommunication Union(ITU) & affected Administrations for detailed coordination.
4. Furnishing Due Diligence information relating to Indian Satellite network.
5. Notification and Registration of Indian Satellite Operations with the Radio Communication Bureau of the International Telecommunication Union (ITU) for international protection and recognition.
6. Examination of various ITU Weekly Circulars and various other communications with respect to protection to Indian space/terrestrial operations.
7. Examination of satellite coordination requests from other Administrations.
8. Planning and conduct of various satellite coordination meetings culminating into bilateral agreements, coordination of Indian satellite networks with respect to other Administrations.
9. Spectrum planning, coordination and frequency assignments for satellites.
10. Participation in developments, review/revision of National Frequency Allocation Plan (NFAP) and its implementation.
11. Technical examination analysis and resolution of interference problems.
12. Participation in formulation, review/revision of National Frequency Allocation Plan(NFAP) and its implementation.
13. Up keeping and maintenance of National Frequency Register (NFR).

14. Participation in national preparatory activities as related to World Radiocommunication Conferences. Study Groups ITU/ITU-R.
15. Participation in the Technical Advisory Group (TAG) meetings of INSAT Coordination Committee (ICC).
16. Participation in Apex Committee meetings of DoT for assessing transponder requirements for various space related applications from private operators.

WORLD BANK PROJECT IMPLEMENTATION UNIT (WB)

1. Project implementation Unit carries all activities related to the implementation of the project.
 2. Broad function of the Project Implementation Unit includes interalia, implementation of the action plan, regular monitoring of the project, follow-up with the Bank, accounting/management of project expenses, reporting of project progress and expenditures, coordination with D.E.A. etc.
- Financial management is under the control of Deputy Director General (WPF) for supervising and advising on all the financial related issues.

TELECOM ENGINEERING CENTRE

1. Specification approval :
 - i) Draft Specification
 - ii) Departmental Sub Committee Meeting
 - iii) Manufacturers Forum
 - iv) DCC Meeting
 - v) Approval of Specification
 - vi) Amendment of specifications
2. Approval of certificates :
 - a) Interface approval Certificate – against TEC IR
 - b) Certificate of approval against applicant's own specifications.
3. Service Test Certificates for Licensed networks.
4. Action Plan.
5. Approval of GR deviation found during testing for type approval.
6. Technology approval CdoT equipment
7. Interaction with ITU-T for allocation of resources (such as International Signalling Point Code)
8. Technical contribution to ITU-T and ITU-R
9. Participation of TRAI expert groups
10. Advice/ Evolution of procurement of PABX by other Govt. Department/ PSUs
11. National Telecom Plans (Numbering, Signalling, Frequency)
12. Field problems/ Advice

13. Fixation of test fees.
14. Conduct of the field trial and appraisal for acceptance/ non-acceptance.
15. New Technologies Trials
16. Planning Advice to MTNL, BSNL.
17. Participation in meetings/ seminars/ trainings/ Tour programme in India
18. Transfer and allocation of work within TEC :
 Group 'B'
 Group 'A'
19. Parliament Questions : a) Unstarred b) Starred
20. Court cases.
21. Store procurement.
22. Technical Library.
23. Administration.
24. Budget Proposal.
25. R&D Council Cases, Technology Plan & Technical Consultancy.
26. Coordination of Technical matters of C-DOT, MTNL, BSNL.

Allocation of work to DDsG under MEMBER(SERVICES)

SR.DDG(SU)

1. Administrative matters relating to the service PSUs – BSNL, MTNL.
2. Administrative matters relating to VSNL.
3. Matters relating to defence coordination on operational issues.
4. Switching, transmission, commercial, marketing, planning, operation and maintenance, matters which exclusively relate to MTNL or where both BSNL and MTNL are involved and other issues which have not been assigned to any other officers.

Sr. DDG(Vigilance)

1. All vigilance matters including CBI cases.
2. All cases of illegal routing of calls, diversion of calls, technical violations, illegal telephone exchanges in respect of DoT and its PSUs.
3. Carrying out inspections/raids at operators premises to see enforcement of Licence conditions.

DDG (PG)

1. Public Grievances and Customer Service.
2. Administration of Indian Telegraph Act.
3. Public grievance, Telephone Adalats, PCOs Directory Services, Customer Services of BSNL, MTNL.

DDG (Establishment)

1. Cadre control of service matters of Technical Telecom. Cadres (ITS, TTS, TFS, TES Group-B and GCS) of the Deptt.
2. In respect of above, posting and transfers in DoT, permanent transfer/deputation from DoT to PSUs.
3. Policy matters involving pension, pay & allowances, medical re-imburement etc. in respect of all the above cadres.
4. All HRD matters of BSNL, MTNL

DDG (SR)

1. All matters relating to Staff Unions/Federations.
2. Residual matters relating to staff quarters and rented buildings
3. Staff relations of BSNL and MTNL
4. SC/ST matters being dealt with in SC/ST Cell.

Legal Adviser

1. All legal matters relating to DoT
2. Monitoring of various court cases
3. Tendering legal advice required in any administrative/technical matter.

Allocation of work to DDsG under MEMBER(PRODUCTION)

(Post lying vacant at present)

Sr.DDG(AS)

1. All matters relating to policy and licensing of Value Added Services except Radio Paging, Internet Service Providers and VSAT.
2. Work relating to all Access Licences (VASL/CMTS) and inter-connection issues.
3. Cellular Mobile Services of BSNL, MTNL.

DDG (CS)

1. All matters relating to policy and licencing of Basic Services, Radio Paging, ILDO, NLDO, other services providers, PMRTS and INMARSAT
2. Basic Service and related issues of BSNL, MTNL

DDG (DS)

1. All matters relating to policy and licencing of Internet Services, VSAT and private Captive Networks.
2. All DATA services like ISP/VSAT and related licensing issues.
3. Private Captive Networks.
4. IT infrastructure of DOT.
5. Inter ministerial coordination on IT matters.
6. Satellite Communication Policy, Planning & Monitoring (NOCC)

DDG (LF)

All matters relating to Licencing Finances

DDG (Electrical)

1. Cadre control for Electrical Services
2. All matters relating to electrical works of BSNL, MTNL.

DG(Civil) - Post lying vacant at present

All staff matters relating to the cadres in P&T Civil Wing. of DOT and of BSNL/MTNL

Allocation of work to DDsG under MEMBER (TECHNOLOGY)

DDG(IR)

1. All matters of DoT relating to bi-lateral, multilateral and international co-operation including ITU, APT, CTO etc.
2. All matters relating to deputation of officers on training (National as well as Foreign), study visits, participating in work-shops, seminars and other meetings.

Sr. DDG (TEC)

All matters relating to Telecom Engineering Center.

Wireless Adviser

All matters relating to Spectrum Management

Allocation of work to DDsG under MEMBER(FINANCE)

(Post lying vacant at

present)

DDG(FEB)

1. Finance advice for DoT.
2. Budget of DoT.
3. Staff and Estt. matters exclusively relating to P&T Accounts and Finance Officers of DoT/ BSNL/ MTNL, including implementation of Government's Reservation Policy.

Adviser (ERU)

1. Economic Research Unit of DoT.
2. Statistics section.
3. Monitoring Section.

DDG (TPF)

1. Audit Paras of DoT, its PSUs and C-DoT.
2. Financial issues relating to DoT's PSUs and C-DoT.
3. Tariff issues of Telecom Services.
4. All financial matters relating to Finance, Billing, Telecom Revenue, Tariff Structure of BSNL, MTNL

DDG (WPF)

1. Budget of WPC and Wireless Monitoring Organisation. (WMO)
2. World Bank Project for modernization of WMO

DDG (Accounts)

Accounts matters of DoT, including monthly pay bills etc.

Allocation of work to JSs & DDG under SPECIAL SECRETARY(T)

JS(T)

1. Telecom. Commission Secretariat. National Telecom. Policy, all matters relating to DOT.
2. Rural Telephony and Convergence issues.
3. Broadband Policy matters.
4. Sharing of Infrastructure.
5. ROW Policy.
6. Digital India
7. RFD of the Department.
8. USOF related policy matters.
9. BharatNet and Universal Mobile Connectivity.
10. Investment promotion comprising of FDI policy and its implementation, Investment policy, telecom manufacturing and PMA.

JS (A) & DDG(C&A)

1. Administration and cadre control of CSS, CSCS and other cadres including WPC and loans and advances in DoT not under the control of Members of Telecom Commission, including Administration and Personnel matters of Member (TC), officers under Central Staffing Scheme and officers/staff of CSS, CSSS.
2. Administration of Indian Telegraph Act, 1885 and Rules and all matters related there under.
3. Training both Domestic as well as International.
4. Board Level appointments in PSUs.
5. All administrative and operational matters relating to BSNL, MTNL and BBNL.
6. All policy, administrative matters relating absorption of Gr. 'A' officers in the service PSUs- BSNL, MTNL.
7. Administration of TRAI Act and other administrative matters relating to TRAI and TDSAT.
8. Communication Bill.
9. Coordination of E-samiksha/PRAGATI.

10. General coordination within various DoT divisions, and with Ministries.
11. Matters relating to O&M procedures & maintenance of records.
12. Monitoring of VIP cases & action taken on Cabinet/Cabinet Committees' decisions.
13. RTI Act and functions under RTI Act.
14. Reporting of important events of the department to Cabinet Secretariat.
15. General Administration (G-I & G-II), printing and publicity.
16. Parliament Section.
17. Central Registry and Records, CP&PR, Security, purchase and maintenance of Staff Car etc.
18. Implementation of Official Language Act in DoT and its PSUs, Autonomous Bodies and Subordinate Offices.
19. Sports, Welfare, Protocol, Library Canteen.

DDG(IC)

1. All matters relating to WTO Negotiations.
2. All matters relating to bilateral and multilateral bodies dealing with telecommunications.
3. Coordination for telecommunication standards.
4. Telecom Centres of Excellence.
5. India Telecom Series Exhibitions.

DDG(IT)

1. IT infrastructure of DoT and inter-Ministerial co-ordination on IT matters including all items of work dealt in IT cell.