

F. No. 31-15/2019-DGTHQ/3
Department of Telecommunications
(DGT HQ)

Sanchar Bhawan, 20, Ashoka Road
New Delhi-01, Dated 15.05.2020

Subject: Guidelines for forwarding the proposals / referring the issues to DGT office – Reg

Of late, it is observed that some of the LSAs are forwarding the proposals or referring the issues for approval of this office in a very casual manner. It is also observed that –

- i). LSAs do not specify the alternate methods tried by them to address the issue within the competence of the LSA Head;
- ii). LSAs do not specify the reasons for the inability of the LSA in addressing the issue; and also, do not detail the guidelines / instructions / license conditions which inhibit the LSA Head from addressing the issue;
- iii). LSAs forward the communication received from others without there being any value addition;
- iv). LSAs do not specify the specific issue which needs the attention of DGT office and the possible methods / suggestions to address the issue; and
- v). LSAs do not specify the details of competent authority to approve the proposal of the LSA along with relevant guidelines / instructions / license conditions.

2. In this regard, it is to reiterate that the Heads of erstwhile VTM Cells (now LSA Head) represent the license/ Telegraph Authority in the field as per DoT OM No.1-50/2003-Estt dated 10/11.08.2006. Accordingly, the LSA Heads are expected to take required actions to ensure compliance of License conditions and various instructions and guidelines issued by DoT Hqs / DGT Hqs from time to time.

3. However, instead of taking actions as required being the HoD, LSA field units are found to be referring the matters back to DGT office without proper scrutiny of the case as detailed in para-1 above, which makes it difficult for this office to handle such matters.

4. It may not be out of place to mention that the established office procedure warrants subordinate office to bring out complete details, supporting rules and interpretation thereof along with a proposal while referring any matter to higher office. Such communications should invariably be made with the approval of Head of LSA only.

5. Hence, the Heads of LSAs are requested to ensure that the above procedure is scrupulously followed while referring any matter to DoT Hqs / DGT Hqs in future without which the same will not entertained at this office.

21/11/2020 15.55.20
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To
Head of LSA (All LSAs)

Copy to :

1. PPS to DG Telecom
2. Sr DDG(DGT Hq) / All DDGs in DGT Hq
3. All Directors in DGT Hq