

No. 52-15/2024/CUS-Trg
Government of India
Department of Telecommunications
213, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi-110002
(Capacity Building and Training Division)

Dated: 26-07-2024

Office Memorandum

Subject: Competency Upskilling Scheme for DoT employees-reg.

Approval of Competent Authority is hereby conveyed in respect of roll out of "Competency Upskilling Scheme" in the Department of Telecommunications (DoT). This initiative marks a significant step forward in fostering a culture of continuous learning and professional development within our organization.

2. The Competency Upskilling Scheme has been designed to empower all officers and officials of DoT by providing them with opportunities to enhance their skills and bridge any existing competency gaps as per the Annual Capacity Building Plan (ACBP). The scheme aims to facilitate specialization and knowledge building in the relevant domains for DoT officers/officials through short term catalogued courses, in online/hybrid mode, from the reputed institutions.

3. Salient features of the schemes is as follows:

- a. All Group A & Group B employees of Technical as well as Finance & Accounts wings shall be eligible to claim reimbursement under this scheme against course/ registration/ examination fee of course completed.
- b. Reimbursement shall be limited to 50,000 rupees per officer per annum. However, within this financial limit, the officer may undertake more than one course in a year.
- c. The courses should be of short-term duration, not exceeding six months period.
- d. The institute chosen for undertaking the course should have the following ranking eligibility:
 - i. For domestic institutes – National Institute Ranking Framework (NIRF) ranking upto 50.
 - ii. International institutes – QS ranking upto 500
 - iii. Institutes/courses sponsored by International organisation such as EU, ASEAN, APT, ITU etc. which are outside the purview of the QS ranking may also be allowed.
- e. Up to 50 officers will be permitted every quarter to pursue the courses of their choice out of 38 pre-selected domains. In case, a course falling outside of indicative domains approval may be given on case to case basis. If applications are received in excess, a 'waiting list' of officers will be

- provisioned.
- f. Courses, which are online or hybrid mode, in which physical presence of officer is not required in the training institutes, will be given preference.
 - g. Capacity building and Training (CBT) division of DoT shall be the nodal wing for implementation of the scheme.
 - h. The officer, desirous of undertaking a course under this scheme, shall submit application as per the given format in Appendix -A to the CBT Division DoT Hq at least 30 days before the commencement of programme and in case of any relaxation sought in respect of domain/Institute/Platform at least 45 Days before the commencement of course.
 - i. Approval letter from CBT division of DoT is mandatory pre-requisite before enrolment in the course.
 - j. Reimbursement scheme benefit will be granted only after submission of proof of successful completion of the course. No reimbursement shall be made against any failed attempt.
 - k. Application process, for courses starting in a quarter, shall commence from first day of the month preceding that quarter. For example, officers may apply for the courses starting during Q3 of 2024-25, from 01-09-2024 onwards.
4. This scheme will be implemented in DoT w.e.f. Q3 of 2024-25 i.e. from Oct 2024. Accordingly, all eligible officers may apply for the courses. The detailed scheme document is attached herewith.
5. Duly filled application, as per the given format at Appendix-A, for applying courses under this scheme may be forwarded by the officers after obtaining requisite approval from their office, to the CB&T Division by the defined timeline as mentioned in para 3(h).

This issues with the approval of Competent Authority.

Signed by Prakash Dangi
Date: 26-07-2024 12:50:08
(Prakash Dangi)
ADG (Training), DoT HQ
Tel. 011-23210291

Encl: As above.

To,
All DoT officers/officials.

Copy to

1. PSO to Secretary (T), DoT HQ, Sanchar Bhawan, New Delhi.
2. Sr. PPS to Member (S)/ Member(T)/ Member (F), DCC, DoT HQ, Sanchar Bhawan, New Delhi.
3. Sr. PPS to AS (T), DoT HQ, Sanchar Bhawan, New Delhi.
4. DG (Telecom), DoT Hq, Sanchar Bhawan, New Delhi.

5. CGCA, DoT.
6. Wireless Advisor, DoT Hq, Sanchar Bhawan, New Delhi.
7. Administrator (USOF).
8. CVO, DoT Hq.
9. DG (NTIPRIT), Ghaziabad.
10. DG NICF, Ghitorni.
11. Head of WMTDC.
12. Sr. DDG (NCCS).
13. Sr. DDG TEC/ Sr. DDG (Pers)/ Sr. DDG (PG), DoT Hq.
14. All DDGs/ JS (T)/ JS (A) / JWAs of DoT Hq.
15. Head of all LSAs/CCAs and other field offices of DoT- for circulation of the scheme among all employees.
16. Office copy.

Appendix-A

Application Performa

A. Details of officer being nominated

Name	
Designation	
Staff No	
Service/ Cadre, Allotment Year	
Email & Mobile No.	
Place of posting/Office	
Position, Role, activity, competencies (FRACing)- as per the ACBP	Separate Sheet may be attached
Areas of Interest (as entered in Sanchar VHR)	
Name of Controlling Officer	
Designation of Controlling officer	
Email & mobile no. of Controlling officer	
Name of the Course proposed to be undertaken	
Copy of the public advertisement of the course (website screenshot/email etc.)	
Duration of Course	
Mode of Training (Online/Hybrid/other)	
If physical attendance required, how many days of absence from office is envisaged?	
Institute/Organization/Platform conducting the Course	
NIRF or QS ranking of the Institute	
Knowledge domain of the Course as per para 4.1	
If the relaxation is sought against knowledge domains (mentioned in para 4.1) , or the Organization/Platform (mentioned in para 5.1), detailed justification	Separate Sheet may be attached
Likely date of Start and completion	
Actual Course Amount(including taxes and all other charges)	

Explain, how the course would be helpful (100 words) in bridging the competency gap of the officer	Separate Sheet may be attached
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Signature of applicant

B. Details of Head of Unit

Name of Head of Unit	
Designation & Office	
Email ID	
Phone number (Office & mobile)	
Training Justification and recommendation remarks (Compulsory)	

(Stamp & Signature of the Head of Unit)

Date:

Competency Upskilling Scheme for DoT employees

1.0 Background

Communication technologies has grown to be an essential infrastructure for socioeconomic development in an increasingly knowledge intensive world. The reach of telecom services to all parts of the country is integral to development of an innovative and technologically driven society. The Department of Telecommunications (DoT) is playing a vital role in the development of Information & Communication Technology (ICT) facilities in India.

The telecom landscape is constantly changing with new technologies like 5G, Artificial Intelligence (AI), and Internet of Things (IoT), emerging Technologies etc. These new technologies pose policy and regulatory challenges. DoT officers need to understand these advancements to effectively regulate the sector and make informed decisions. In the present fast changing technological world, it is essential for the employees of DoT to develop professionally and learn new technologies/skills on a continuous basis. Upskilled officers can address issues like data/telecom network security, spectrum management, and emerging technologies more effectively. An appropriate learning Culture in the Department will enhances productivity as well as it also keeps the employees motivated.

1.2 National Training Policy-2012 issued by DoP&T vide OM 12021/8/2011/Trg.I dated 19.1.2012 vide para 4.3 states that *“The opportunities for training will not be restricted only at mandated points in a career but will be available to meet needs as they arise through a mix of conventional courses, distance and e-learning”*. Para 6.1(v) of the policy requires the *Training Institutes to assimilate technologies with a view to enabling learning anywhere, anytime for their clients*. Considering importance of the need for continual knowledge upgradation, DoP&T vide its OM No. 1/5/2017-Estt (Pay-I) dated 15.03.2019 and 16.09.2022 allowed one time lump-sum incentive for acquiring fresh higher qualification by a Government employee for the courses in the fields that are directly relevant to the employee's job.

1.3 However, there are certain technologies and other areas in today's world which are very much relevant for DoT in order to keep pace with changes in the technological world, but may not fall within the scope of higher education or the Department may not find it convenient to spare the employees for undergoing a full time training of such courses. Nowadays, various platforms /institution providing upskilling courses and the knowledge of such areas can be conveniently acquired by joining relevant courses through such platforms/Institutes in online/offline/hybrid mode. Accordingly, this Upskilling Reimbursement Scheme is meant to work as enabler of Self Learning for the employees of DoT.

2.0 Introduction

DoT plays a key role in formulating policies for telecom services, broadband access, and digital inclusion etc. Staying updated on technological advancements in ICT will empower DoT officers/officials to effectively regulate the telecom sector, promote innovation, and safeguard consumer interests in the ever-changing digital landscape. Apart from acquiring higher qualifications in the fields that are directly relevant to the job, all employees of the Department require at least some awareness on emerging technologies such as Mobile/Network Security, Internet of Things, Artificial Intelligence, Machine Learning, Block Chain Data Science, Cloud Computing, Cyber security, generative Addl. Info, etc. This scheme aims to facilitate and motivate all employees of the department to learn and upgrade themselves in the new technologies/domains through various means.

2.2 Under the ambit of Mission Karmayogi, Annual Capacity Building Plan of Department of Telecommunications, is implemented which includes the Training Intervention to bridge the competency gaps of the individuals. Individual Competency gaps of the officers of DoT have been assessed as part of implementation of Mission Karmayogi which can be addressed either through trainings imparted by Training Institutes or through Self-Learning through undertaking the courses of the interest and relevance of the officer. This scheme will provide an impetus to self-learning culture of the officers/officials of DoT to bridge the competency gap.

2.3 There are many online platforms/institutes/organizations available now a day which provide short term courses in various emerging technologies and other fields of Information Communication Technology (ICT). Many of these courses are relevant to the employees of DoT for their up skilling. The upskilling courses will also provide varieties of experience and exposure from renowned professionals & institutions around the globe. Further, many times, these courses are also self-paced type and can be done from anywhere.

3.0 Scope & Applicability

- 3.1 This scheme shall be named as **“Competency Upskilling Scheme for DoT employees”** and shall be effective from_____.
- 3.2 The scheme aims to facilitate specialisation and knowledge building in the relevant domains for DoT officers/officials through short term catalogued courses from the reputed institutions.

- 3.3 All Group A & Group B employees of Technical as well as Finance & Accounts wings shall be eligible to claim benefits under reimbursement scheme against course/ registration/ examination fee of course completed.
- 3.4 Periodic review of the scheme shall be carried out every quarter, after the implementation, by Capacity Building Unit (CBU) constituted in DoT. CBU shall suggest improvements & course corrections, if any.
- 3.5 Up to 50 officers will be permitted every quarter to pursue the courses of their choice. If applications are received in excess, concerned controlling divisions may keep a 'waiting list' of officers.
- 3.6 Courses, which are online or hybrid mode, in which physical presence of officer is not required in the training institutes, will be given preference.
- 3.7 Course directly helping in bridging the competency gap of the officer as per his current role and position as reflected Annual Capacity Building Plan will be given priority.
- 3.8 NTIPRIT/NICF/WMTDC may take up in-house training on select topics to supplement the knowledge acquired by employees attending various courses under this scheme.

4.0 Eligible Knowledge Domains

4.1. The courses on the following knowledge domains shall be eligible for reimbursement under this scheme:

1. Advanced Wireline/wireless communication Technologies
2. Artificial Intelligence
3. Auction Designs
4. Auditing Techniques
5. Block Chain and Distributed Ledger Technology
6. Change Management
7. Cyber law & regulation
8. Cyber security
9. Cloud & Edge Computing
10. Data Analytics, Big Data, Evidence
11. Data Science
12. EMF radiation
13. Finance & Accounting
14. Financial Management
15. FinTech
16. Forensics/Digital Investigations
17. HR Management and Tools
18. Impact Assessment
19. Information Security
20. Internet of Things
21. IPR Issues

22. Licensing & regulation
23. Leadership
24. Machine Learning
25. Mobile & telecom Network Security
26. Negotiations
27. Optical Fibre Communication/ Network
28. Personal Data Protection & Privacy issues
29. Procurement & Budgeting
30. Public Private Partnership
31. Public Policy
32. Project Management
33. Quantum Computing
34. Revenue Assurance/ Revenue Management
35. Satellite Communication
36. Spectrum Management
37. Strategic Management
38. Technology Management & Innovation

* The domains are mentioned in alphabetical order and do not indicate any priority.

4.2 In case, any officer wants to undertake a course not falling in above domains and the course is relevant to his duties, approval may be given on case to case basis after obtaining approval from the competent authority by the CBT Division, DoT HQ.

4.3 CBU may suggest amendment of the above list or provision of the schemes for obtaining the approval of Secretary (T) during review. However, in case a domain is removed, the employees already enrolled shall be eligible for reimbursement.

5.0 Eligible learning platforms/ Institutes/Organizations

5.1 The institute chosen for undertaking the course should have the following ranking eligibility:

- a) For domestic institutes – National Institute Ranking Framework (NIRF) ranking upto 50.
- b) International institutes – QS ranking upto 500
- c) Institutes/courses sponsored by International organisation such as EU, ASEAN, APT, ITU etc. which are outside the purview of the QS ranking may also be allowed.

5.2 Only the catalogued courses, which are published by the above institutions/organizations in public domain shall be allowed to be undertaken.

5.3 In case, any employee wants to undertake a course on any platform/organization other than as mentioned above and the course is relevant to role/position of the officer, prior approval from CBT division of DOT will be required on case to case basis.

6.0 Implementation & Procedure for joining the course

- 6.1 CBT division of DOT shall be the nodal wing for implementation of the scheme.
- 6.2 CBT division of DOT shall prepare the annual budgetary estimate under this scheme for allocation of funds for implementation of the scheme. Presently this scheme will be funded from the budget grant allocated to CBT division of DOT.
- 6.3 Application process, for courses starting in a quarter, shall commence from first day of the month preceding that quarter. For example, officers may apply for the courses starting during Q-2 of 2024-25, from 01-06-2024 onwards.
- 6.4 Prior permission/ approval is required for undertaking courses under this scheme from CBT division of DOT
- 6.5 The officer, desirous of undertaking a course under this scheme, shall give a prior intimation to CBT Division at least 30 days before the commencement of programme and in case of any relaxation sought in respect of domain/Institute/Platform at least 45 Days, with a copy to the Controlling officer and respective Training Institute in Performa at *Appendix-A*. Approval letter from CBT division of DOT is mandatory pre-requisite before enrolment in the course.
- 6.6 CBT Division may seek clarifications within ten working days of the receipt of intimation from the employee regarding any doubt or clarity required in respect of falling of the course in the eligible knowledge domains (mentioned in para 4.1) and/or regarding eligible online learning platforms/institutes/organizations (mentioned in para 5.1).
- 6.7 The officer will proceed with the course, only upon receipt of the approval from CBT Division DoT HQ. In case any employee desires to take up a course, not falling in the eligible knowledge domains (mentioned in para 4.1) and/or eligible online learning platforms/Institutes (mentioned in para 5.1), prior concurrence of CBT Division along with approval of Competent authority (para 4.2) is necessarily required, before enrolment / registration of the course, for reimbursement of the course fee under this scheme.

- 6.8 In case clarifications have been sought regarding course areas and/or online learning platform, the employee may furnish clarifications within seven working days to the CBT Division for further consideration by the competent authority. However, CBT Division shall make efforts to convey approval/dis-approval within one-month time.
- 6.9 Communications pertaining to this scheme shall be made through official email IDs of concerned officials.

7.0 General conditions/guidelines

- 7.1 The courses should be of short term duration, not exceeding six months' period.
- 7.2 Mandatory examination/assessment process after completion of the course is a mandatory pre-requisite of any course to be opted under this scheme.
- 7.3 The reimbursement shall not be admissible where the government servant is sponsored by the government or he/she avails study leave for acquiring the qualification.
- 7.4 The quantum of reimbursement will be uniform for all posts irrespective of pay level.
- 7.5 Reimbursement shall be limited to 50,000 rupees per officer per annum. However, within this financial limit, the officer may undertake more than one course in a year.
- 7.6 Reimbursement scheme benefit will be granted only after submission of proof of successful completion of the course. No reimbursement shall be made against any failed attempt. The claim for reimbursement can be submitted only after successful completion of the course, not in the intermediate stages.
- 7.7 Training Institutes or CBT Division may require any officer who has claimed reimbursement to make a webinar presentation, if such need is felt.

8.0 Amount & Procedure for reimbursement

- 8.1 Expenditure under this scheme shall be met from budget grant allotted to CBT division, DoT.
- 8.2 The reimbursement amount shall be upto Rs. 50,000/- per officer per annum or the actual fee of the course(s), whichever is less.
- 8.3 The reimbursement shall include Registration fee, Course fee & Examination fee.
- 8.4 The claim request must be submitted within 3 months of the course completion date to be eligible for reimbursement under this scheme. CBT division, DoT shall ensure that all efforts to are made to settle claims within one month of its receipt subject to availability of funds. In case of budgetary constraints, the reimbursement claims filed within the stipulated timeframe shall be settled as and when requisite budget is available.
- 8.5 The reimbursement will be subject to successful completion of course requirements and submission of self-attested copies of the following as applicable:

- a. all mark sheets
 - b. Course completion certificate
 - c. Valid proof of fee payment (e.g. Bank account statement/ credit card statement/
invoice statement)
- 8.6 For certifications where international currency is involved, the currency conversion value on the date of fee payment by employee shall be considered.
- 8.7 The Performa for reimbursement shall be as per *Appendix-B*.

Application Performa

A. Details of officer being nominated

Name	
Designation	
Staff No	
Service/ Cadre, Allotment Year	
Email & Mobile No.	
Place of posting/Office	
Position, Role, activity, competencies (FRACing)- as per the ACBP	Separate Sheet may be attached
Areas of Interest (as entered in Sanchar VHR)	
Name of Controlling Officer	
Designation of Controlling officer	
Email & mobile no. of Controlling officer	
Name of the Course proposed to be undertaken	
Copy of the public advertisement of the course (website screenshot/email etc.)	
Duration of Course	
Mode of Training (Online/Hybrid/other)	
If physical attendance required, how many days of absence from office is envisaged?	
Institute/Organization/Platform conducting the Course	
NIRF or QS ranking of the Institute	
Knowledge domain of the Course as per para 4.1	
If the relaxation is sought against knowledge domains (mentioned in para 4.1) , or the Organization/Platform (mentioned in para 5.1), detailed justification	Separate Sheet may be attached
Likely date of Start and completion	
Actual Course Amount(including taxes and all other charges)	
Explain, how the course would be helpful (100 words) in bridging the competency gap of the officer	Separate Sheet may be attached

Signature of applicant

B. Details of Head of Unit

Name of Head of Unit	
Designation & Office	
Email ID	
Phone number (Office & mobile)	
Training Justification and recommendation remarks (Compulsory)	

(Stamp & Signature of the Head of Unit)

Date:

Reimbursement Claim Performa

Name	
Designation	
Staff No	
Service	
Name of the Course Undertaken	
Area of the Course	
Mode of Training	(Online/Hybrid/Offline)
Prior intimation acknowledgment reference	
Reimbursement Amount	
Details of Salary Account	Account No: IFSC: Bank Name:
For certifications where international currency is involved, the currency conversion value on the date of fee payment	
Course Completion Certificate	To be attached
Marks sheets	To be attached ,as applicable
Valid Proof of fee payment (e.g. Bank account statement/ credit card statement/ invoice statement of online platform)	To be attached
Cumulative amount of reimbursement claimed during the current financial year, excluding the present claim	

I certify that I have completed the said course. The domain area of the course & platform/institutes used are as per para 4.1 & para 5.1 of the scheme respectively and I have obtained prior approval from CBT Division for the same (attach copy of approval) along with relaxation (if applicable) from the concerned Training Institute.

Signature

Designation:

Office/Unit Name:

Contact Number: