

**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
--	--------------------------------

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: