

No. 16-12/2009-O&M
Government of India
Ministry of Communications & IT
Department of Telecommunications

Sanchar Bhawan, 20, Ashoka Road
New Delhi – 110001


Dated: January 25th, 2012

OFFICE MEMORANDUM

Subject: Compendium on "Channel of Submission and Level of Final Disposal of Cases in Department of Telecommunications.

A copy of the revised Compendium on "Channel of Submission and Level of Final Disposal of Cases in Department of Telecommunications" is enclosed herewith. Channel of Submission and Level of Final Disposal of Cases in DoT has been finalized on the basis of information received from concerned Divisions. Further Secretary(T)/Chairman(TC) has been added in the Channel of Submission for cases requiring approval of Hon'ble MOC&IT and where such cases were being submitted from the level of Member(TC) to Hon'ble MOC&IT.

2. It is requested that the contents of the compendium be brought to the notice of all concerned for their information and strict compliance forthwith.
3. This issues with the approval of Hon'ble MOC&IT.


(S.C. SHARMA)
Deputy Director General(C&A)
Tel: 2303 6881

To

1. All Sr. DDsG/Sr. DDG (TEC) / DDsG , DoT
2. All Directors, DoT
3. All Under Secretaries, ADsG / ADs. DoT
4. All Sections, DoT
5. Librarian, DoT

Copy to:

1. PS to MOC&IT / PS to MOS(C&IT)(D)/PS to MOS(C&IT)(P).
2. Sr. PPS / PPS to Secretary (T) / Member Telecom Commission / Administrator (USO) Fund / Additional Secretary (T) / Advisors, Department of Telecom / Wireless Advisor / Legal Advisor / Joint Secretary (T) / Joint Secretary (A)

Department of Telecommunications

COMPENDIUM ON CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN THE DEPARTMENT OF TELECOM.

**O&M SECTION
As on JANUARY, 2012**

(For official use only)

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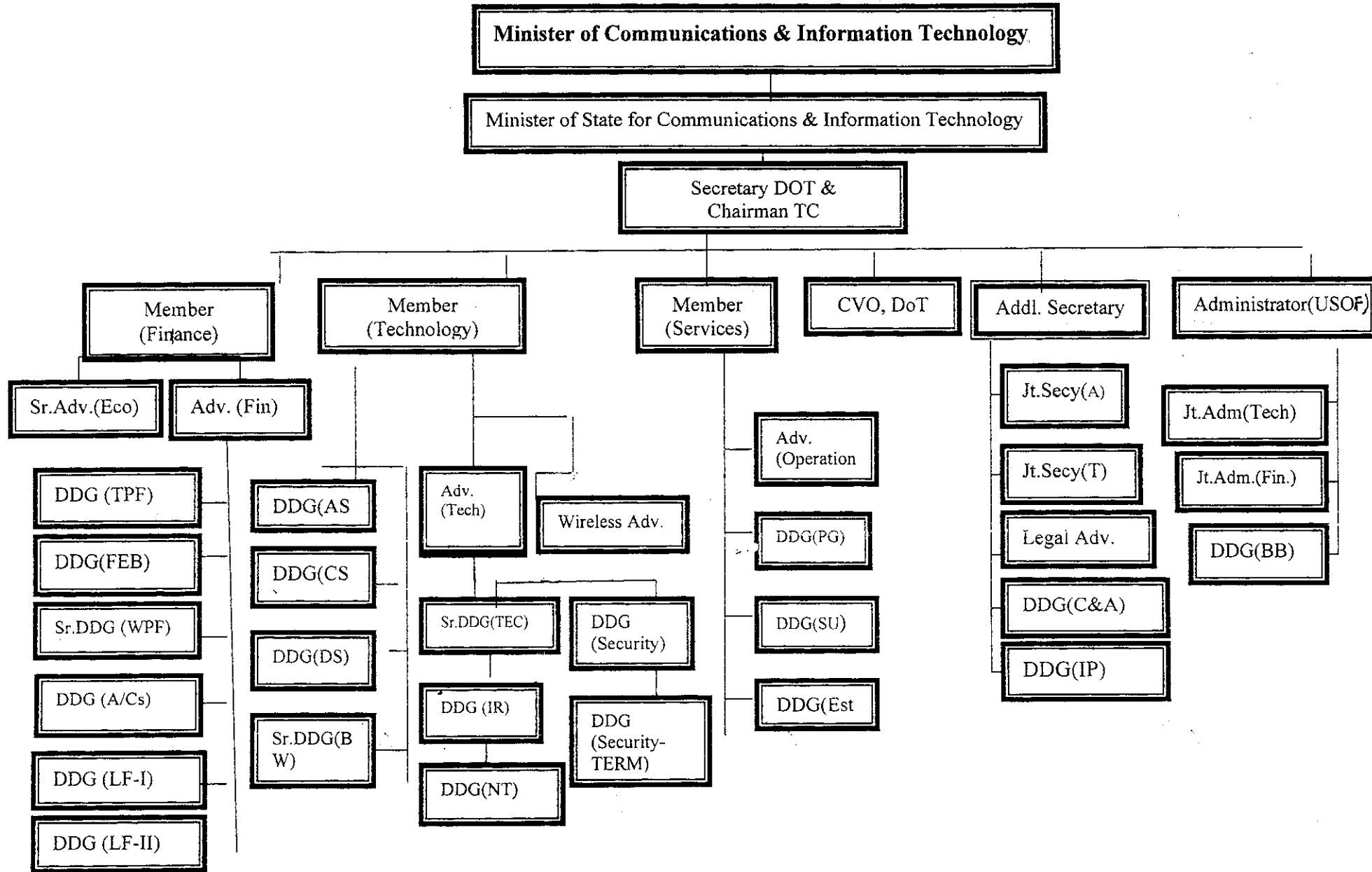
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(Current Organization Chart) Department of Telecommunications



LEGEND:

TPF: Tariff Public Enterprises Finance
 AS: Value Access Section
 WPF: Wireless Planning Finance
 Eco: Economic
 A: Administration

LF: Licensing Finance
 TEC: Telecom Engineering Centre
 CS: Carrier Services
 DS: Data Section
 Prod.: Production

Estt: Establishment
 SR: Staff Relations
 IR: International Relations
 SU: Service Unit
 JS: Joint Secretary

FEB: Finance, Establishment & Budget
 PG: Public Grievances
 LA: Legal Adviser
 T: Telecom
 Fin: Finance

NT- New Technology
 VIG: Vigilance
 BW: Building Works
 DDG: Dy. Director General
 USOF: Universal Service Obligation Fund

12	Security issues pertaining to Internet/VSAT/INSAT MSS Service/CUG Network permission/NOC-permission for dedicated Radio and Optical Fibre Link.	SO/AD/ADG/ DIR/ DDG	M(T)/CH(TC)
13	Issues pertaining to Disaster Management	SO/AD/ADG/ DIR/ DDG	M(T)/CH(TC)
14	Parliament Questions / VIP References	SO/AD/ADG/ DIR/ DDG/M(T)	CH(TC)/ MOS (C&IT)/ MOC &IT
15	Court cases / Arbitration cases/Audit Paras	SO/AD/ADG/ DIR/ DDG	M(T)
16	RTI Matters- Original Appeal	SO/AD/ADG SO/AD/ADG	Director DDG

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

3. Divisional Head – DDG (CS)

Sl. No.	Subject	Channel of Submission	Level of final disposal
1	All matters relating to award of license for Carrier Services. NLD /ILD /PMRTS/CMRTS/GMPCS /Resale of IPLC.	SO/AD/ADG/US/Dir./ DDG/M(T)/M(F)/ Secy.(T)	MOC&IT
2	Policy matters relating to Carrier Services, NLD/ILD/IP-1/Resale of IPCL /PMRTS/CMRTS/ GMPCS/ Voice Mail/ Audiotex/UMS/OSP/Telemarketers.	SO/AD/ADG/US/Dir. /DDG/M(T)/ Secy.(T)	MOC&IT
3	TRAI Recommendations	SO/AD/ADG/US/Dir. /DDG/M(T)/ Secy.(T)	MOC&IT
4	All matters relating to award of license for VMS/Audiotex/UMS	SO/AD/ADG/US/Dir./ DDG/M(T)/M(F)	Secretary(T)
5	NOC for international SIM Cards/ Calling Cards	SO/AD/ADG/US/Dir./ DDG/M(T)	Secretary(T)
6	Parliament Questions /Assurances	SO/AD/ADG/US/Dir./ DDG/ M(T)/ Secy.(T)	MOS(C&IT) /MOC&IT
7	Court Cases	SO/AD/ADG/US/Dir./ DDG/LA/M(T)	Secretary(T)
8	All matters relating to Registration of IP-1	SO/AD/ADG/US/Dir.	DDG
9	NOC for Calling Cards for INMARSAT Terminals	SO/AD/ADG/US/Dir.	DDG
10	All routine correspondence with companies asking information etc.	SO/AD/ADG/US/Dir.	DDG
11	RTI Matters	SO/AD/ADG/US	Director(CPIO)
12	RTI Appeals	SO/AD/ADG/US	DDG

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

4. Divisional Head - Sr.DDG (BW)

DIRECTOR (ELECTRICAL)

S N o	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF DISPOSAL
1.	Draft Audit Paras/ PAC/ C&AG Cases relating to PSUs	ADG(E)/ Dir(Elect)/ Sr.DDG(BW)	M(T)
2	Parliament Questions relating to PSUs-Starred	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW) / M(T)/ Secy.(T) / MOS(C &IT)	MOC&IT
3	Parliament Questions relating to PSUs- Unstarred	SO(A&E)/ ADG(E) / Dir(Elect)/Sr.DDG(BW) / M(T)	MOS(C &IT)
4	Consultative Committee Items	SO(A&E)/ ADG(E) / Dir(Elect)/Sr.DDG(BW)	M(T)
5	Minister cases from MPs, VIPs	SO(A&E)/ ADG(E) / Dir(Elect)/Sr.DDG(BW) / M(T)/ Secy(T)* /MOS(C&IT) *In policy matters	MOS(C&IT)/ MOC&IT
6	Cadre Review of Electrical Wing	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW) / M(T)/ TC/ MOS(C &IT)	MOC&IT
7	Association / Union References and related matters of Electrical Wing	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW)	M(T)
8	DPC for probation Clearance / Confirmation- JTS Gr.A Officers	SO(A&E) / ADG(E)/ Dir(Elect)/Sr.DDG(BW) / M(T)	MOS(C& IT)
9	DPC for promotion from JTS Group A to STS	SO(A&E) / ADG(E) / Dir(Elect)/Sr.DDG(BW) / M(T)	MOS(C& IT)
10	DPC for screening for grant of STS (NFJAG) from STS(EE)	SO(A&E) / ADG(E)/ Dir(Elect)/Sr.DDG(BW) / M(T)	MOS(C& IT)
11	DPC for promotion from STS(EE) to JAG(SE) level	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW) / M(T)	MOS(C& IT)
12	DPC for promotion to JAG to SAG level and SAG to HAG level	SO(A&E)/ ADG(E) / Dir(Elect)/Sr.DDG(BW) /M(T)/ Secy.(T) / MOS(C&IT)	MOC&IT

13	Inter-departmental transfer/posting up to JAG level	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW)	M(T)
14	Inter-departmental transfer/posting in SAG level and above	SO(A&E)/ ADG(E) / Dir(Elect)/ Sr. DDG(BW) / M(T)/ Secy(T)/MOS(C&IT)	MOC&IT
15	Appointment in JTS Gr. A Services	SO(A&E) / ADG(E) / Dir(Elect)/Sr.DDG(BW) / M(T)	MOS(C &IT)
16	Acceptance of Resignation of SAG and above level officers	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW) / M(T)/ Secy(T) MOS(C &IT)	MOC&IT
17	Acceptance of Resignation of JTS Gr. A level officers and upto JAG(SE) level officers	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW) / M(T)	MOS(C &IT)
18	Acceptance of Resignation of Gr. B level officers	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW)	M(T)
19	Seniority list of all Gr. A & B officers	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW)	M(T)
20	All court cases relating to Gr. A & Gr. B cadres	SO(A&E)/ ADG(E) / Dir(Elect)/Sr. DDG(BW)	M(T)
21	Conduct Rule – cases of Gr. A & B officers	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW)	M(T)
22	CVC references and matters concerning them	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW)	M(T)
23	Issue of no objection certificate for going abroad	SO(A&E)/ ADG(E)	Sr.DDG(BW)
24	Financial up-gradation under ACP Scheme	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW)	Sr.DDG(BW)/ M(P) as the case may be
25	Cases relating to Absorption of Civil Wing Officers in MTNL/BSNL	SO(A&E)/ ADG(E)/ Dir(Elect)/Sr.DDG(BW) / M(T)/ Secy.(T)	MOC&IT
26	RTI cases Original Appeals	SO(A&E)/ ADG(E) SO(A&E)/ ADG(E)	Director –CPIO Sr.DDG(BW)
27	Matter related to Energy conservation	ADG(E)/ Dir(Elect)/ Sr.DDG(BW)/ M(T)	Chairman(TC)
28	Inspection of electrical installations	ADG(E)/ Dir(Elect)/ Sr.DDG(BW)/M(T)	Chairman(TC)

29	Non-conventional energy measures	ADG(E)/ Dir(Elect)/ Sr.DDG(BW)/ M(T)	Chairman(TC)
30	Environment Protection	ADG(E)/ Dir(Elect)/ Sr.DDG(BW)/M(T)	Chairman(TC)
31	Matters relating to Passive infrastructure under USO Fund	ADG(E)/ Dir(Elect)/ Sr.DDG(BW)/M(T)	Chairman(TC)

DIRECTOR (ARCH.)

S N o	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF DISPOSAL
1.	Draft Audit Paras/ PAC/ C&AG Cases relating to PSUs	ADG(E)/ DIR(Arch)/ Sr.DDG(BW)	M(T)
2	Parliament Questions relating to PSUs- Starred	SO(A&E)/ ADG(E)/ DIR (Arch)/ Sr.DDG(BW) / M(T)/ Secy.(T)	MOC&IT
3	Parliament Questions relating to PSUs- Unstarred	SO(A&E)/ ADG(E)/ DIR(Arch) / Sr.DDG(BW)/ M(T)	MOS(C &IT)
4	Consultative Committee Items	SO(A&E)/ ADG(E)/ DIR(Arch)/ Sr.DDG(BW)	M(T)
5	Minister cases from MPs, VIPs	SO(A&E)/ ADG(E)/ DIR(Arch) / Sr.DDG(BW) /Member(T)/ Secy.(T)* * In policy matters	MOC&IT * MOS(C &IT) *As the case may be
6	Cadre Review of Architectural Wing	SO(A&E)/ ADG(E)/ DIR(Arch) / Sr.DDG(BW)/ M(T)/ Secy.(T)	MOC&IT
7	Association / Union References and related matters of Architectural Wing	SO(A&E)/ ADG(E)/ DIR(Arch)/ Sr.DDG(BW)	M(T)
8	DPC for probation Clearance/Confirmation- JTS Gr.A Officers	SO(A&E)/ ADG(E)/ DIR(Arch) / Sr.DDG(BW)/M(T)	MOS(C &IT)
9	DPC for promotion from JTS Group A to STS	SO(A&E)/ ADG(E)/ DIR(Arch) / Sr.DDG(BW)/ M(T)	MOS(C &IT)
10	DPC for screening for grant of STS (NFJAG) from STS(Arch)	SO(A&E)/ ADG(E)/ DIR(Arch) / Sr.DDG(BW)/ M(T)	MOS(C &IT)
11	DPC for promotion from STS(Arch) to JAG(SA)	SO(A&E)/ ADG(E)/ DIR(Arch) / Sr.DDG(BW)/M(T)	MOS(C &IT)

21.	Posting and Transfer of JAG Gr.A officers in DOT to PSU's and DOP	DIR(C) / Sr.DDG(BW)	M(T)
22.	Posting and Transfer of SAG Gr. A officers in DOT to PSU's and DOP	US(CWG)/ DIR(C)/ Sr.DDG(BW)/ M(T)	MOS(C&IT)
23.	Posting and Transfer of above SAG Gr. A officers in DOT to PSU's and DOP	US(CWG)/ DIR(C)/ Sr.DDG(BW)/M(T)	MOS(C&IT)
24.	Reply of Parliament Questions relating to service matters of civil discipline of P&T Civil Wing. a) Starred Questions b) Unstarred Questions	US(CWG)/ DIR(C) / Sr. DDG(BW)/M(T)/ Secy(T) US(CWG)/DIR(C) /Sr.DDG(BW)/Member(T)	MOC&IT MOS(C&IT)
25.	Cases relating to Absorption of Civil Wing Officers in MTNL/BSNL	US(CWG)/ DIR(C) / Sr.DDG(BW)/Member (T) / Secy.(T)	MOC&IT
26.	Consultative Committee Items	US(CWG)/ DIR(C) / Sr.DDG(BW)	M(T)
27.	Minister cases from MPs, VIPs	US(CWG)/ DIR(C) / Sr.DDG(BW)/Member (T) / Secy.(T)* * In policy matters	MOC&IT * MOS(C &IT) * As the case may be
28.	Association / Union References and related matters of Civil Wing	US(CWG)/ DIR(C) / Sr.DDG(BW)	M(T)
29.	RTI cases	US(CWG)/ DIR(C)	Sr.DDG(BW)
30.	Disaster management	DIR(C) / Sr.DDG(BW) M(T)	Chairman(TC)
31.	Matters relating to Passive infrastructure under USO Fund	DIR(C) / Sr.DDG(BW) M(T)	Chairman(TC)
32.	Commercial exploitation of DOT lands and buildings.	DIR(C) / Sr.DDG(BW) M(T)	Chairman(TC)
33.	Environment Protection	DIR(C) / Sr.DDG(BW) M(T)	Chairman(TC)

5. Divisional Head - DDG(IR)

S N o	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF DISPOSAL
1.	Coordination with International bodies of Pilot Projects for demonstration /experimental activities with International Co-operation & with ITU/APT for other than Spectrum Management.	ADG/Dir	DDG
2.	International Co-operation	Dir./DDG/Adv(T)/M- ember(T)	Secy.(T)
3	Replies to MPs, VIP references etc.	ADG/Dir./DDG	Adv(T)/ M(T)/ Secy. (T)/MOS(C&IT) /MOC&IT (Depending on the case)
4	Visits of Secretary(T) & Minister regarding international cooperation other than exhibitions	Dir./DDG/Secy.(T)	MOC&IT
5	Engagement of Secy (T) & Minister regarding international cooperation	Dir./DDG	Secy.(T)/MOC&IT
6	Draft Speeches for Member/Chairman/Minister	ADG/Dir.	DDG
7	Paid participation in technical meetings, seminars held in India at the level of: (i) AD/ADG/Director (ii) DDG (iii) above DDG	ADG/Dir Dir./DDG/Adv. (T)/Adv.(F) Dir./DDG/ M(T) /M(F)	DDG Member(T) Secy.(T)
8	Deputation of officers abroad to participate in the study group meetings/ SAARC/ ITU/ APT project meetings/other internationally organised seminars/meetings other than Spectrum Management: (i) Upto the level of Directors. ii) From the level of DDG and above.	Dir./DDG/Adv(T)/ M(T) /M(F) Dir./DDG/A(T)/M(T) /M(F)/Secy.(T)	Secy.(T) MOC&IT
9	Parliament Questions: (a) Unstarred (b) Starred (c) Parliament Assurances	DDG/Adv(T)/M(T) DDG/Adv(T)/M(T)/ Secy.(T) AD/Dir./DDG/Adv (T)/M(T)/Secy.(T)	MOS (C&IT) MOC&IT MOC&IT
10	Parliamentary Committee meetings (Standing Committee/PAC)	Dir./DDG/Adv.(T)/ M(T)	Secy.(T)
11	Nomination from IR Divn. for training centres in India	ADG/Dir	DDG
12	Progress Report (Monthly, Annually, etc.)	AD/Dir.	DDG
13	Technical Library	AD/ADG/Dir.	DDG
14	Nodal functioning to coordinate with international organizations like ITU, APT,INTELSAT, INMARSAT, APSCC, UNESCO, UNDP, etc &	Dir./DDG	Secy.(T)

	Inter-Governmental bodies & Foreign Governments on various Technical & Administrative issues. (except Spectrum Management)		
15	Telecommunication indicators Questionnaire for ITU/APT, etc. and other questionnaires	ADG/Dir.	DDG
16	Coordination Agency for Inter-Ministerial functions with MEA, MHA, Ministry of Commerce, MoF, etc., with regard to International Seminars, Agreements, etc.	ADG/Dir.	DDG
17	To coordinate matters concerning important Policy forums & Conferences like World Telecom Development Conference (WTDC) & World Telecom Policy Forum (WTPF), World Telecom Standardisation Conference (WISA) Plenipotentiary Conference of ITU & High level meetings of APT, ITU Council etc.	Dir/DDG/Adv(T)/M(T)	Secy.(T)
18	(a) Coordination with neighbouring countries for operational & development matters. (b) Settlement of Accounts relating to Telecom Links.	ADG/Dir./DDG ADG/Dir./DDG/M(F)	Secy.(T) Secy.(T)
19	All functions related to SAARC	DDG/Adv(T)/M(T)	Secy.(T)
20	Preparation of Cabinet Notes, Telecom Commission Memos.	ADG/Dir./DDG	Secy.(T)
21	(a) Hosting of International Seminars/Conferences/Colloquiums, etc of APT/ITU/SAARC, etc., in India (b) Hosting of visit of VIPs of ITU/APT, etc., in India	Dir/DDG/Adv(T)/M(T) Dir/DDG/Adv(T)/M(T)	Secy.(T) Secy.(T)
22	Processing of cases of long term training courses of DoT Officers	Dir/DDG/M(T)/M(S)	Secy.(T)
23	Cases relating grant of NOC for opening of Liaison Offices in India	AD/ADG/Dir	DDG
24	All matters pertaining to Indian contributions towards ITU	Dir/DDG/M(T)/M(S)	Secy.(T)
25	All matters pertaining to Indian contribution towards APT	Dir/DDG/M(T)/M(S)	Secy.(T)
26	Deputation on foreign assignments of ITU/UNDP Projects a) Approval for officers upto the level of Joint Wireless Adviser and Directors of PSUs. b) Officers above Joint W.A. and all CMDs of PSUs.	Dir/DDG/M(T)/Secy.(T) Dir/DDG/M(T)/Secy.(T)	MOS(C&IT) MOC&IT

6. Divisional Head - Sr.DDG (TEC)

Sl N	Subject	Channel of Submission	Level of final disposal
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	AD/ADG AD/ADG/Dir. AD/ADG/Dir. AD/ADG/Dir. AD/ADG/Dir/DDG AD/ADG/Dir/DDG	Director DDG DDG DDG Sr.DDG Sr.DDG
2.	Approval of certificates i) Type Approval Certificate against TEC GR ii) Interface approval Certificate against TEC IR iii) Certificate of approval against Applicant's own specifications	AD/ADG/Dir AD/ADG/Dir AD/ADG/Dir	DDG DDG DDG
3	Relaxations against deviations from TEC GR, in approval of certificates	AD/ADG/Dir/DDG	Sr.DDG
4.	Action Plan	Dir./DDG/Sr.DDG	Adv(T)/M(T)
5.	Advice against Field Problems	AD/ADG/Dir./ADG(F)	DDG
6	Fixation of Test fees	ADG	DDG
7.	New technologies Trials	Dir./DDG/Sr.DDG/Adv.(T)	Member(T)
8.	Advice to DOT/other Govt. bodies/agencies	AD/ADG/Dir./DDG	Sr.DDG
9.	Participation in meetings/ seminars/ trainings/ Tour programme in India	AD/ADG/Dir./DDG	Sr.DDG
10.	Transfer & allocation of work within TEC Group 'B' Group 'A'	AD/ADG/Dir. ADG/Dir/DDG	DDG Sr.DDG
11.	Parliament Questions: a) Unstarred Question b) Starred Question	Dir./DDG Dir./DDG	Sr.DDG* Sr.DDG*
12.	Store Procurement	AD/ADG/Dir./IFA/DDG	DDG/Sr.DDG
13.	Technical Library	AD/ADG/Dir	DDG

14.	Administration	AD/ADG/Dir./DDG	Sr.DDG
15.	Budget Proposal	AD/ADG/Dir.DDG(T&A)/IFA	Sr.DDG
16.	R&D Council Cases, Technology Plan & Technical Consultancy	DDG/Sr.DDG/Adv(T)/M(T)	Secretary(T)
17.	Reports/statements	AD/ADG/Dir./DDG	Sr.DDG
18.	RTI cases i. Reply ii. Appeal	AD/ADG AD/ADG/Dir.	Dir. DDG

*Reply is submitted to respective division of DoT, Sanchar Bhawan, for approval of the competent authority

7. Divisional Head – SR.DDG(Security- TERM)

SINo	Item of work	Channel of Submission	Level of Final disposal
Matters relating to Telecom Enforcement, Resource & Monitoring (TERM) Cells			
1	Leave application of the head of TERM Cells	D.O / Director (S-I)	Sr.DDG /STG-III Section
2	Tour programme of the head of TERM Cells	D.O / Director (S-I)	Sr.DDG
3	Making of identity cards of the officers of TERM Cells	D.O / Director (S-I)	Sr.DDG /G-I Section
4	Application of Medical Advance/Bill of the head of TERM Cells	D.O / Director (S-I)	Sr.DDG
5	LTC Advance / Bill of Head of TERM Cells	D.O / Director (S-I)	Sr.DDG
6	GPF Advance /withdrawal of Head of TERM Cells	D.O.	Director (S-I)/Admn-IV Section
7	NOC for obtaining private passport of the officers of TERM Cells	D.O./Director(S-I) /Sr.DDG/Advisor (T)	Member (T)/Director (Staff)
8	NOC for going abroad of the officers of TERM Cells	D.O./Director (S-I) /Sr.DDG/ Advisor (T)	Member (T)/Director (Staff)
9	Activities requiring permission under Conduct Rules, 1964 of the head of TERM Cells	D.O./Director (S-I)	Sr.DDG/Director (Staff)
10	Posting and transfer in TERM Cells	D.O / Director (S-I)	Sr.DDG/Member (T)/Director (Staff)
11	Circulation of Circulars/Orders etc. to TERM Cells	D.O.	Director (S-I)
12	Policy matter/guidelines with respect to TERM Cells	ADG/Director (S-I) /Sr.DDG/ Advisor (T)/Member (T)	Secretary (T)
13	Matters relating to budget/accounts of TERM Cells	D.O/Director (S-I) /Sr.DDG/ Advisor (T)	Member (T)
14	Periodical Returns to Legal Cell, O&M Section, etc.	D.O.	Director (S-I)
15	Unstarred Parliament Questions	D.O./Director (S-I) /Sr.DDG/ Advisor (T)/Member (T)	MOS (C&IT)
16	Starred Parliament Questions	D.O./Director /Sr.DDG/ Advisor (T)/Member (T)/ Secretary (T)	MO C&IT

17	Parliament Assurance	D.O./Director /Sr.DDG/ Advisor (T)/Member (T)	MOS (C&IT)
18	RTI Applications	D.O.	Director
19	RTI Appeals	D.O	Sr.DDG
20	Vigilance Clearance of ISPs & OSPs	ADG/Director (S-I)	Director
21	Registration of OSPs & Telemarketers- Policy related	ADG/Director (S-I)	Sr.DDG
22	Complaint against service providers	ADG /Director (S-I)	Sr.DDG
23	Subscriber verification	ADG /Director (S-I)	Sr.DDG
24	Investigation /inspection reports received from TERM Cells	ADG /Director (S-I)	Sr.DDG
25	Court cases	ADG /Director (S-I)	Sr.DDG

Administration of C-DOT in DOT

S. No.	Item of works	Channel of Submission	Level of Final Disposal
1.	Release of Grants-in-aid	Director /DDG/ Advisor (T)	Member (T)
2	Audit/C&AG para	Director /DDG/ Advisor (T)	Member (T)
3.	Constitution of Search Committee for appointment of Executive Director, Directors and the other posts under purview of ACC	Director /DDG/ Advisor (T)/Member (T)/Secretary (T)/MOS (C&IT)	MO C&IT /DoP&T
4.	Appointment of Executive Director, Directors and the other posts under purview of ACC	Director /DDG/ Advisor (T)/Member (T)/Secretary (T)/MOS (C&IT)	MO C&IT /ACC
5.	Laying of Annual Report of C-DOT in Parliament	Director /DDG/ Advisor (T)/Member (T)/Secretary (T)	MOS (C&IT)

8. Divisional Head –DDG(Security)

S. No.	Item of works	Channel of Submission	Level of Final Disposal
1.	Works relating to Security related projects/interaction with security agencies.	Dir. / DDG / Advisor (T)	Member (T)/Secy.(T).
2	Unstarred Parliament Questions	D.O./Director/ DDG/ Advisor (T)/Member (T)	MOS (C&IT)
3.	Starred Parliament Questions	D.O./Director /DDG/ Advisor (T)/Member (T)/Secretary (T)	MO C&IT
4.	Parliament Assurance	D.O./Director /DDG/ Advisor (T)/Member (T)	MOS (C&IT)
5.	RTI Applications	D.O.	Director
6.	RTI Appeals	D.O	DDG

9. Divisional Head - DDG (New Technology)

S. No.	Item of Work	Channel of Submission	Level of Final Disposal
1.	Time to time holding of meetings of Oversight, Steering Committees and with other stake holders to implement the IPv6 policy in India.	Dir. / DDG	Member (T) / Secretary (T)
2.	To review the progress of IPv6 policy implementation with the different central government departments / states, Service Providers and content Providers time to time meetings are being called for.	Dir. / DDG	Advisor (T) / Member (T)
3.	In all it is mandated that IPv6 policy implementation in India in coordination with all stake holders including Central Government Ministries, departments, States / UTs and Service Providers as per the IPv6 National Roadmap and targeted timelines.	Dir./ DDG	Advisor (T) / Member (T)/ Secretary (T)

10. Divisional Head - WIRELESS ADVISER

S N o	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF DISPOSAL
1	All matters relating to policy of Spectrum Management.	AWA/ DWA/ JWA	WA/M(T)/Secy.(T)/ MOC&IT
2	i. All matters relating to new frequency assignments to service providers. ii. All matter relating to frequency assignment for additional stations to service providers iii. All matters relating to new frequency assignments for others	JWO/Eng./ AWA/ DWA JWO/Eng./ AWA/ DWA JWO/Eng./ AWA/ DWA	WA/M(T)/Secy.(T)/ MOC&IT JWA/WA JWA/WA
3	All matters pertaining to Coordination with other ministries for Spectrum Management and allied matters	Eng./ AWA	DWA/ JWA/ WA
4	International Coordination including ITU, APT on behalf of Government of India for Spectrum Management etc.	Eng./AWA/ DWA/ JWA	WA
5	Administration of ITA 1885/ Indian Wireless Telegraphy Act. 1933 for Spectrum Management	Eng./AWA/DWA	JWA/WA/Secy.(T)/ MOC&IT
6	Issue of licenses under ITA 1885/IWTA 1933 for all types of wireless communications	JWA/Eng./AWA	DWA/JWA
7	WPC-All matters other than creation of posts	AWA/DWA/JWA	WA
8	WMO-All matters other than post creation	AWA/Dy.Director	Director/WA
9	All matters pertaining to permits for foreign missions	Eng./AWA/DWA/J WA	WA
10	Parliament Questions(Unstarred)	AWA/DWA/JWA /WA/M(T)	MOS(C &IT)
11	Parliament Questions (Starred)	AWA/DWA/JWA/ WA / Adv(T)/ M (T) /Secy.(T)	MOC&IT
12	Parliament Assurances	AWA/DWA/JWA/ WA/Adv(T)/ M(T)/ Secy.(T)	MOS(C&IT)/ MOC&IT
13	Replies to MPs & VIP references etc.	AWA/DWA/JWA	WA/M(T)/Secy.(T) MOS(C&IT)/MOC&IT
14	All matters relating to SACFA clearance	Eng./AWA	DWA/JWA
15	All matters pertaining to Indian contribution to ITU.	AWA/DWA/WA/ M(T)	M(F)/ Secy.(T)
16	All matters pertaining to Indian contribution towards APT	AWA/DWA/JWA/ WA/M(T)	M(F)/ Secy.(T)
17	Delegation cases to ITU/APT and Other foreign institutions on radio communication	Engr./AWA/DWA/ JWA	WA/M(T)/M(F)/Secy. (T)/MOC&IT

I I. UNIT - ALL DDsG UNDER MEMBER (FINANCE)

1. Divisional Head : Sr. Advisor/Advisor (Economics)

Statistical Division

Sl No	Item of work	Channel of submission	Level of final disposal
1	Preparation of TC Memo on different telecom parameter	Stat Officer/ADG/Dir/Adv.(E)	Secy.(T)
2	Monthly collection compilation, tabulation and analysis of statistical data on the following : a) Mobile Phones(GSM,WLL & CDMA) b) Fixed Phones c) Village Public Telephones (VPTs) d) Public Call Office e) Rural Telephones, etc.	Stat Officer/ADG/Dir/Adv.(E)	Secy.(T)
3	Preparation of Monthly report on different Telecom parameters	Stat Officer/ADG/Dir.	Member(F)/Secy.(T)
4	Preparation and publication of Annual Report of DoT	Stat Officer/ADG/Dir/Adv.(E)/Member(F)	Secy.(T)
5	Supply of Annual Report, Data etc. a) Supply of Annual Report of DoT to Parliament, PIB etc. b) Supply of data to Central Statistical Organisation and other Min./Deptt. Of Gol	Stat Officer/ADG/Dir	Adv.(E)

ERU Section

Sl No	Item of work	Channel of submission	Level of final disposal
1	Preparation of Annual Report on Infrastructure relating to Telecommunication.	AD/ADG/DIR/Adv.(E)/M(F)	Secy.(T)
2	Socio Economic Studies. Curent Studies – (a) Evaluation of sahareed Mobile Infrastructure Scheme(Phase-I) (b)Study on Impact of GDP	AD/ADG/DIR/Adv.(E)/M(F)	Secy.(T)
3	Pre-Budget Economic Survey	AD/ADG/DIR/Adv.(E)/M(F)	Secy.(T)
4	Mid-year Review	AD/ADG/DIR/Adv.(E)/M(F)	Secy.(T)
5	India Reference	AD/ADG/	Secy.(T)

		DIR/Adv.(E)/M(F)	
6	Preparation of Briefs on different aspects of telecom sector for Ministerial Speeches.	AD/ADG/ Dir./Adv.(E)/M(F)	Secy.(T)
7	Supply of Statistics to International organization like ITU	AD/ADG/ Dir./Adv.(E)	M(F)
8	Material on the successful programme of DOT for press information bureau on annual basis.	AD/ADG/ Dir./Adv.(E)	M(F)
9	Preparation of Report for the Task Force on the development of J&K in respect of telecom sector.	AD/ADG/ Dir./Adv.(E)	M(F)
10	Supply of subscriber data for development of telecommunication facilities in North East Region and Tribal Sub Plan(TSP) area.	AD/ADG/ Dir./Adv.(E)	M(F)

P&M

Sl No	Item of work	Channel of submission	Level of final disposal
1	Preparation of replies to Parliament Questions related to teledensity (Rajay Sabha and Lok Sabha) after collection of information from PSUs and other operators and various sections of DoT	AD/ADG/Dir/ Adv.(E)/ Secy.(T)* *For starred Questions.	MOS(C&IT)/ MOC&IT
2	Collection of Telephone Subscribers data and preparation of various monthly reports on telephone subscribers/ teledensity	AD/ADG/Dir.	Adv(E)
3	Licence-wise, operator-wise and all India data regarding teledensity and number of telephone connections provided to other DoT	AD/ADG/Dir	Adv.(E)
4	Reply of VIP references	AD/ADG/Dir/ Adv.(E) Member(F)/ Secy.(T)* *(In policy matters).	MOS(C&IT)/MOC&IT

2. Divisional Head - DDG(TPF)

TR SECTION

S. No	Item of Work	Channel of submission	Level of disposal
1.	a) Complaints addressed (MOC&IT)	AO/ADG/DIR/DDG/ Adv.(F)/ M(F)/Secy.(T)	MOC&IT
	b) Complaints addressed MOS(C&IT)	AO/ADG/DIR/DDG/ Adv.(F)/ M(F)/Secy.(T)	MOS(C&IT)
	c) Complaints addressed to Chairman (TC)	AO/ADG/DIR/DDG/ Adv.(F)/ M(F)	Chairman(TC)
2.	(a) TR excess bill complains addressed to Cabinet Secretariat/PMO	AO/ADG/DIRECTOR	DDG Director
	(b) Non-VIP complaints	AO/ADG	
3.	Parliament questions pertaining to TR	AO/ADG/DIR/DDG/ ADV(F)/M(F)/ Secy.(T)	MOS(C&IT)/ MOC&IT
4.	TR matter relating to Parliamentary Committee	AO/ADG/DIR/DDG/ ADV(F)	Member (F)
5	Appointment of Arbitrators in TR cases under section 7 (B) of ITR	AO/ADG/DIR	DDG
6	Cases relating to Telephone revenue policy	AO/ADG/DIR	DDG
7	Court cases	AO/ADG/DIRECTOR	DDG
8	Pursuance of outstanding dues against MPs/Ex-MPs.	AO/ADG	Director

Tariff Section

S. No.	Item of work	Channel of submission	Level of final disposal
1.	Tariff matters relating to Parliamentary Standing Committee on communications.	ADG/Director/DDG /Advise (F) /Member (F)	Chairman (TC)
2.	O&M returns	SO	ADG/Director
3.	Parliament Questions on Tariff	ADG/Director/DDG/ Adv(F)Member (F)/ Secy.(T)* * For starred questions.	MOS(C&IT)/ MOC&IT
4.	Audit paras/C&AG report/PAC paras on tariff cases	ADG/Director/DDG/Adv(F)	Member(F)
5.	Court cases	ADG/Director	DDG
6.	VIP/Minister cases	ADG/Director/DDG/ Adv(f)/Mem(F)/ Secy.(T)* *In policy matters	MOS (C&IT)/ MOC&IT
7.	Co-ordination with TRAI on tariff policy matters	Director/DDG/Adv(F)	Member (F)
8.	Issues relating to tariff policy	Director/DDG/ Adv(F)Member(F)	Telecom Commission
9.	Co-Ordination with ITU and APT on Tariff matters	Director/DDG/Adv(f)	Member (F)
10.	Co-ordination with TAS Group and SAARC group on tariff matters	Director/DDG/Adv(f)	Member (F)
11.	Examination of different suggestions/complaints on Tariff received from different organizations /individuals under 'suggestion scheme'.	SO/ADG	Director
12.	Disposal of other misc./coordination work of TPF division	SO/ADG	Director/DDG
13.	Issue of Tariff orders pertaining to Satellite/INSAT, INSAT-1A & 1B etc	SO/ADG/Director	DDG

Public Sector Finance (PSF) Cell

S No.	Item of work	Channel of submission	Level of final disposal
1.	Vetting of annual accounts/reports and other accounting reports of PSUs namely BSNL/MTNL/TCIL/ITI and undertaking C-DOT	AO/Director	DDG
2.	Vetting of expenditure proposals of BSNL/MTNL/TCIL/ITI and C-DOT Beyond the power of their Board of Directors.	AO/Director/DDG	Member(F)
3.	Vetting of proposals relating to raising money through market loans, shares, disinvestments etc.	AO/Director/DDG	Member(F)
4.	Vetting the sanction of budgetary assistance in the form of loans/shares capital etc to BSNL/MTNL/TCIL/ITI	AO/Director/DDG	Member (F)
5.	Vetting the proposals relating to grant of Govt guarantee in r/o PSUs	AO/Director/DDG	Member (F)
6.	Vetting of annual plans/Mid Term Appraisals(MTA) & five year plans of PSUs and C-DOT	AO/Director	DDG
7.	Advising on financial matters relating to disinvested PSUs i.e. HTL & VSNL	AO/Director/DDG	Member (F)
8.	Vetting of proposals relating to release of grant to C-DOT	AO/Director/DDG	Advisor (F)
9.	Vetting of MOUs of BSNL,MTNL,ITI,TCIL and C-DOT	AO/Director/DDG	Member (F)
10.	Vetting of C&AG paras & reply to DAP relating to MTNL,TCIL,ITI and C-DOT	AO/Director	DDG
11.	Vetting of proposal relating to amendment/modification to Articles of Associations/Memorandum of Associations/bye-Laws relating to BSNL/MTNL.TCIL/ITI and C-DOT	AO/Director/DDG	Member (F)
12.	Advising of Agenda items for Board meetings/Governing Council/Steering Committee meetings.	AO/Director	DDG
13.	Vetting of proposals relating to appointment of Board Level Officers of	AO/Director	DDG

	PSUs and Directors of C-DOT		
13	Vetting of proposals relating to appointment of Board Level Officers of PSUs and Directors of C-DOT	AO/Director	DDG
14	Vetting of proposals relating to deputation/delegation abroad of officers of Board level of PSUs	AO/Director	DDG
15	Vetting of cases of pay fixation and other services matters in respect of officers of Board level of PSUs	AO/Director	DDG
16	Preparation of statement No.11(Union Govt Fin) and related matters.	AO	Director
17	Preparation of Internal and Extra Budgetary Resources (I&EBR) proposals in r/o PSUs under DOT and related matters	AO/Director/DDG/ Advisor(F)	Member(F)
18	Parliament questions pertaining to PSF	AO/Director/DDG/Advisor (F)/ Member(F)/ Secy.(T)* * For Starred Questions.	MOS)C&IT) /MOC&IT
19	O & M returns	SO	Director
20	Periodical returns to appropriate authorities/departments/ministries	SO	Director/DDG
21	Compilation of information in respect of TPF Division and other misc. work	SO	Director/DDG

TR-Audit

Sl.No	Item of Work	Channel of submission	Level of disposal
1.	Preparation of reply for DAPs relating to BSNL/MTNL	AO/DIRECTOR/DDG/ Adv(F)	Member (F)
2.	Examination & Preparation of ATNs/modified ATN of C&AG paras relating to BSNL/MTNL.	AO/DIRECTOR/DDG/ Adv(F)	Member (F)
3.	Preparation of monthly statement of pending DAP/C&AG Paras.	AO/DIRECTOR/DDG /Adv(F)	Member (F)
4.	Preparation of monthly statement of vetted paras .	AO/DIRECTOR	DDG
5.	Parliament questions relating to TR Audit	AO/DIRECTOR/DDG/ Adv(F)//Member(F)/ Chairman(TC)	MOS(C&IT)/MOC &IT

3. Divisional Head : DDG (FEB)

Finance Branch

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOAL
1	Staff Standards for DOT a) Staff standard approved in consultation with Staff Inspection Unit of M/o Finance on the basis of report of the internal work study resulting in saving in expenditure. b) Other cases	AO/ADG/ DIR AO/ADG/ DIR/DDG/Adv.(F)	DDG M(F)
2	(a) Sanction of new posts for DoT: (b) Permanency of posts of DoT i) Grade A(above JAG) ii) Grade A(JAG and below)& Grade B iii) Grade C &D	AO/ADG/ DDG/Adv(F) AO/ADG/Dir/ DDG/Adv.(F) AO/ADG/Director AO/ADG	M(F) M(F) DDG Director
3	Retention of posts in DoT	AO/ADG/DIR	DDG
4	Deputation & Delegation abroad : a) In case of above JAG level officers. b) Upto JAG level officers.	AO/ADG/DIR/ DDG/Adv.(F) AO/ADG/DIR/ DDG/Adv.(F)	M(F) M(F)
5	Deputation on foreign service	AO/ADG/ Dir.	DDG
6	Revision of pay scale, grant of special pay etc.	AO/ADG/ Dir./ DDG/Adv.(F)	M(F)
7	Fixation of pay, stepping up of pay etc.	AO/ADG	Dir.
8	Honorarium to Staff : a) Involving individual amounts not exceeding Rs.500/- and/or total amount not exceeding Rs.2500/- b) Individual amount exceeding Rs.500/-and/or total amount exceeding Rs.2500/-in each case	AO/ADG AO/ADG/ DIR/DDG/Adv(F)	DIR M(F)
9	Cases relating to Welfare Fund within laid down policies	AO/ADG	Dir.
10	Cases relating to various allowances like CCA, HRA, TA, Medical Attendant Rules etc. within laid down policies	AO/ADG	Dir.

11	Cases relating to pension, gratuity and GPF within laid down policies	AO/ADG	Dir
12	General Policy Matter relating to the above	AO/ADG/DIR/ DDG /Adv(F)	M(F)
13	Delegation of financial powers	AO/ADG/Dir./ DDG/Adv.(F)	M(F)
14	Audit paras in r/o above items	AO/ADG/Dir..	DDG
15	Permission to non entitled officers to travel by air under delegated Powers of Secretary	AO/ADG/Dir. / DDG/Adv.(F)	M(F)
16	Training in India / Abroad : a) training under Colombo Plan / UNDP & other training programme /schemes finalised in consultation with appropriate authority e.g. M/o Finance etc. (i) In case of above JAG level officers. (ii) Upto JAG level officers (b) Training/Seminars in India	AO/ADG/Dir/ DDG/Adv.(F) AO/ADG/DDG/ Adv.(F) AO/ADG/DIR/ DDG	M(F) M(F) Adv.(F)
17	Cases relating to examining and sanctioning of PE/ RPE/EFC memo	AO/ADG/Dir/ DDG/Adv.(F)	M(F)
18	Renting of accommodation in DoT and schedule/scale of accommodation for renting	AO/ADG/ Dir./ DDG/Adv.(F)	M(F)
19	Contingencies and Miscellaneous expenditure : Furniture a) Purchase of Computers b) Purchase of Computer related items & Stationary c) Advertisement(Above Rs.50,000/- per insertion through DAVP and all others)	AO/ADG/DIR/DDG/ Adv.(F) AO/ADG/DIR/DDG/ Adv.(F) AO/ADG/DIR/DDG/ Adv.(F)	M(F) M(F) M(F)
20	Engagement of Taxies	AO/ADG/DIR/DDG/ Adv.(F)	M(F)
21	Printing and Binding(AboveRs.1,00,000/-p.a.)	AO/ADG/DIR/DDG/ Adv.(F)	M(F)
22	Outsourcing of services of all kinds	AO/ADG/DIR/DDG/ Adv.(F)	M(F)
23	Recurring/non recurring contingent expenditure other than specific items mentioned above in DoT: a) Upto Rs.5000/-on each occasion b) all other cases	AO/ADG AO/ADG/DIR	DIR DDG
24	Expenditure on workshops/seminars/conferences in India and abroad.	AO/ ADG/DIR/DDG/ Adv.(F)	M(F)

25	Contribution to International organizations/Bodies.	AO/ ADG/DIR/DDG/ Adv.(F)	M(F)
26	Issue relating to TDSAT/TRAI	AO/ ADG/DIR/DDG/ Adv.(F)	M(F)
27	Vetting of Sanction Memos incases in which prior financial concurrence/approval has been given.	AO/ADG	DIR
28	Other miscellaneous items (a) Waiver of Recoveries (b) Payment of Service Chareges to DoP for disbursement of telecom pension and postage charges. (c) Expenditure relating to conduct of study in Telecom Circle etc.	AO/ ADG/DIR/DDG/ Adv.(F) AO/ ADG/DIR/DDG/ Adv.(F) AO/ ADG/DIR/DDG/ Adv.(F) AO/	M(F) M(F) M(F)
29	Submission of monthly/quarterly/hald yearly/annual statements pertaining to Finance Branch	AO/ADG	DIR

Notes:-

Level of Disposal:

a. The level of disposal is Member(Finance) in respect of -

- (i) All cases where approving authority is Secretary(T)/Hon`ble MOC&IT/Hon`ble MOS(C&IT).
- (ii) All cases which are being sent to other Ministries/Departments for approval/advice, where the concurrence of Member(Finance), being IFA of the Department, is necessary.
- (iii) All cases where concurrence of the IFA of the Deparatment/Ministry is prescribed e.g., foreign deputation cases, cases of honorarium where total amount of honorarium payable to an individual in a FY exceeds Rs.2500/- etc.

b. All cases where approving authority is Member(Telecom Commission) the level of Disposal is Adviser(Fin.).

- (i) All cases where approving authority is Sr.DDG/AS(T)/Advisor the level of Disposal is DDG(FEB)
- (ii) All cases where approving authority is JS(T)/JS(A)/DDG the level of disposal is Director(Fin.)

Section : SEA

Sl.No	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOAL
1	Leave Cases of officers working in DOT: i) Upto Grade 'A' STS ii) Upto JAG iii) SAG and above	AO/ADG or US AO/ADG or US/DIR AO/ADG or US/DIR/DDG	DIR DDG Adv(F)
2	Increment cases (except EB held up cases) for officers working in DoT	AO	ADG/US
3	All routine matters	SO/AO	ADG/US.
4	Posting and transfer in DoT inter PSU and between DoT & PSU and HAG officers i) Upto officer of Gr.B ii) Upto officer of JAG iii) SAG and above	AO/ADG or US/DIR SO/ADG or US/DIR/DDG SO/ADG or US/DIR/DDG/ Adv(F)	DDG Adv.(F) M(F)
5	Short term leave vacancies arrangements in DoT: (i) Upto officer of Gr.B (ii) Gr. 'A' officers upto JAG (iii) SAG and above	AO/ADG or US/DIR SO/ADG or US/DIR/DDG SO/ADG or US/DIR/DDG/ Adv(F)	DDG Adv(F) M(F)
6	Review of property returns submitted by i) Gr. B Officers ii) Gr. A Officers upto STS iii) Gr. A Officers JAG iv) SAG Officers	AAO/AO AO/ADG or US AO/ADG or US/DIR AO/ADG or US/DIR/DDG	ADG/US DIR DDG Adv(F)
7	Retention of posts upto JAG SAG and above	SO or AO/ADG or US/DIR SO/ADG or US/DIR/DDG	DDG Adv(F)
8	Creation of posts: All posts upto JAG Upto JAG(outside norms) SAG and above	SO/US/Dir./ DDG/ Adv.(F) ADG or US/ Dir./ DDG/ Adv.(F)/ M(F)/ Secy.(T)	M(F) MOC&IT
9	Recruitment rules	ADG/DIR./ DDG/ Adv.(F)	M(F)
10	Forwarding of applications (for Employment elsewhere or deputation) i) Upto Gr. B ii) Group 'A' upto JAG iii) SAG and above	AO/ADG or US/Dir SO/ADG or US/ DIR/DDG SO/ADG or US/DIR/DDG/Adv(F)	DDG Adv.(F) M(F)

11.	No Objection Certificate for Passport / going abroad: i) Upto Group 'B' ii) From JTS uptoHAG iii) Adv (HAG+)	AO/ADG or US/ DIR SO/ADG or US/ DIR/DDG AO/ADG or US/ DIR/DDG/Adv.(F)	DDG Adv(F) M(F)
12.	Seniority list/rosters AAO to Sr.A.O (provisional) (Final) JTS to JAG (Provisional) (Final) SAG & above (Provisional) (Final)	AO/US or ADG AO/ADG or US/ Dir SO/ADG or US/ Dir. ADG or US/Dir./ DDG/ Adv.(F) SO/ADG or US/ Dir./DDG ADG or US/Dir./DDG/ Adv.(F)	Dir DDG DDG M(F) Adv.(F) M(F)
13.	Pay fixation in DoT(all officers)	AO	ADG or US
14.	LDC(TA)/ Jr /Sr./Acctt. (Policy matter)	AO/ADG or US/DIR/DDG	M(F)
15.	DPC (Admn. Approval) JAO to Sr.A.O. JTS to SAG	Deptt. of Post SO/ADG or US/ Dir./DDG/ Adv.(F)	M(F) M(F)
16.	VIP cases received from MOS(C&IT)/ MOC&IT	ADG or US/DIR/DDG/Adv.(F)/M (F)/ Secy. (T)* *In Policy matters	MOS(C&IT)/ MOC&IT
17.	Court cases of Accounts personnel Group -B and above i) Vetting of counter reply ii)Implementation of judgment. iii)Fortnightly statement iv)Quarterly statement v)Meeting of Focus Action Group vi)Payment of fee bills to Govt. Counsel	ADG or US/Dir/DDG ADG or US/Dir(SEA)/DDG AO(L) AO(L) AO(L)/ADG or US/DIR AO(L)/ADG or US/DIR/DDG	LA LA ADG/US ADG/US DDG Jt.Secy.(A)
18.	Entry in Establishment Register/Service Books	AAO	AO
19.	Review of Establishment Register. (i) Quarterly (ii) Annual	AO/ADG or US/DIR AO/ADG or US/DIR/DDG/Adv.(F)	DDG M(F)
20.	RTI Cases (i) Applications (ii) Appeals	AO or SO/ADG or US AO or SO/ADG or US	Dir. DDG
21.	Intimation under Rule 18(2) &(3) of CCS (Conduct), Rules, 1964. (i) Upto JAG (ii) SAG	AO/ADG or US/DIR AO/ADG or US/DIR/DDG	DDG Adv.(F)

	(iii) HAG	AO/ADG or US/DIR/DDG	Adv.(F)
	(iv) HAG+	AO/ADG or US/DIR/DDG/Adv.(F)	M(F)

TRAINING FINANCE SECTION

Sl. No.	Items of work	Channel of Submission	Level of Final Disposal
1.	Training/Deputation: (a) Training/Deputation Abroad (b) Training/seminars in India	ADG/Dir/DDG/Adv(F)/ M(F) ADG/DIR/DDG	Secy.(T) upto JAG MOC&IT – above JAG Adv.(F)
2.	Renting of accommodation in DoT and Schedule/scale of accommodation for renting	ADG/DIR/DDG/Adv(F)	M(F)/ Secretary(T)
3.	Accommodation for CCA offices	ADG/DIR/DDG/Adv.(F)	M(F)
4.	Updation of TA&F Manual and issue of addendums.	ADG/DIR/DDG	Advisor(F)
5.	Training policy and Mid career training	ADG/DIR/DDG/Adv(F)	M(F)
6.	Audit Paras pertaining to Training	ADG/DIR	Adv.(F)
7.	Cases relating to Land & Building of DOT.	ADG/DIR/DDG/Adv.(F)	M(F)

4. Divisional Head - Sr.DDG(WPF)

Cases relating to Director (Wireless Finance)

Note – Channel of Submission given below is for the financial concurrence on the work relating to expenditure-finance and budget is limited to WPC & WMO.

Sl No	Item of Work	Channel Of submission	Level Of final Disposal
1.	(a)Sanction of new posts Gr.A, B,C& D (b)Permanency of posts (i)Gr.A(Above JAG) (ii)Gr.B& Gr.A(JAG& below) (iii)Group C&D (c)Retention of posts; (i)Gr.B&Gr.A (ii)Gr.C& Gr.D.	SO/ADG/Dir/Sr.DDG/Adv(F) SO/ADG/Dir/Sr.DDG/Adv(F) SO/ADG/Dir/Sr.DDG SO/ADG/Dir SO/ADG/Dir/Sr.DDG SO/ADG/Dir	M(F) M(F) ADV(F) Sr.DDG Adv(F) Sr.DDG
2.	(a)Cases of revision of pay scale/grant of special pay. (b)Fixation of pay and arrears claims.	SO/ADG/Dir/Sr.DDG/Adv(F) SO/ADG/ Dir	M(F) Sr.DDG
3.	Scrutiny of Project Estimates & detailed estimates of works(including civil works): (i)Proposals/RPE up to Rs.5 crores (ii)Above Rs.5 crores.	SO/Director SO/Dir/Sr.DDG	Sr.DDG Adv.(F)
4.	Scrutiny & vetting of Budget proposals	SO/Dir	Sr.DDG
5.	Monthly review of expenditure with reference to Budget allotments.	SO/ADG /Dir	Sr.DDG
6.	Land acquisition cases	SO/ADG /Dir/Sr.DDG	ADV(F)
7.	Payments to various international organizations like ITU and APT by WPC.	SO/ADG /Dir	Sr.DDG
8.	Purchase of staff car and vehicles.	SO/ADG/Dir/Sr.DDG/ ADV(F)	M(F)
9.	Condemnation of staff car/vehicles and other related items	SO/ADG /Dir	Sr.DDG
10.	Renting of accommodation	SO/ADG /Dir/Sr.DDG	ADV (F)
11.	Scrutiny and evaluation of proposals (including tenders) for procurement of indigenous or imported stores/services : (i) Proposals up to Rs.5 Crores (ii) Above Rs.5 Crores	SO/ADG/Dir SO/ADG/Dir./Sr.DDG	Sr.DDG Adv.(F)
12.	Cases related to temporary advance.	SO/ADG /Dir	Sr.DDG

13.	Scrutiny and evaluation of Global tenders for stores/services.	SO/ADG /Dir/Sr.DDG/Adv(F)	M(F)
14.	Cases relating to sanction/ enhancement of imprest.	SO/ADG /Dir/Sr.DDG	ADV(F)
15.	Maintenance of imprest sanctioned to Sr.DDG(WF)	AO/ADG /Dir	Sr.DDG
16.	Write off of obsolete/unserviceable stores.	SO/ADG /Dir	Sr.DDG
17.	All policy matters relating to NRSMMMS Project.	AO/Dir/Sr.DDG	ADV(F)
18.	All periodical returns pertaining to WFB prescribed by O&M, Legal and other Branches	SO/ADG /Dir	Sr.DDG
19.	Assessment and collection of spectrum charges, etc., from VSAT/INSAT-MMS service providers.	AO/ADG /Dir	Sr.DDG
20.	Receipt of FBG in prescribed format and its verification/checking for safe custody	AO/ADG	Dir.
21.	Monthly review of amounts and validity of FBGs pertaining to commercial- V-SAT/INSAT-MSS service providers.	AO/ADG	Director
22.	Issue of notices for extension of FBGs before expiry of validity in commercial V-SAT/INSAT-MSS cases	AO/ADG	Director
23.	Invocation of FBG in case of non extension of FBG by commercial V-SAT -INSAT -MSS operators	AO/ADG	Director
24.	Invocation of FBG in case of non payment of dues by the V-SAT/INSAT-MSS operators by due date.	AO/ADG/Dir	Sr.DDG
25.	Disputes by commercial V-SAT/INSAT-MSS operators concerning interest, penalty, etc..	AO/ADG/Dir/Sr.DDG/ Adv.(F)	M(F)
26.	Cases relating to request by Comm.-V-SAT /INSAT-MSS operators for adjustment of dues.	AO/ADG/Dir./Sr.DDG/ Adv.F)	M(F)
27.	Vetting of ATN on Audit Paragraphs, replies to DAP etc.	SO or AO/ADG/Dir.Sr.DDG	M(F)
28.	VIP references, Court submissions	SO/ADG/Dir/Sr.DDG/Adv(F)	M(F)

29.	Reply to Un-starred Parliament Question	SO/ADG/Dir/Sr.DDG/Adv(F)/M(F)	MOS(C&IT)
30.	Reply to Starred Parliament Questions.	SO/ADG/Dir/Sr.DDG/Adv(F)/M(F)/Secy.(T)	MOC&IT
31.	Cases under RTI Act	AO/SO/ADG	Director
32.	Revenue Budget of Comm. VSAT/INSAT-MSS	AO/ADG/Director	Sr.DDG
33.	Qtly. TC Memo(for consolidation by WR Section)	AO/ADG	Director
34.	Issue of Demand Letters to operators	AO/ADG	Director
35.	Reconciliation of collection figures of Comm.-VSAT /INSAT-MSS with PAO	AO	ADG
36.	Reconciliation of expenditure figures of NRS MMS with PAO	AO	ADG
37.	Checking of Challans and authorization for payments to PAO	AO	AO
38.	Policy Issues on Spectrum charging and allocation	AO/ADG/Dir./Sr.DDG/Adv.(F)	M(F)
39.	Issue of no dues certificate (for consolidation by WR Section)	AO/ADG/Dir.	Sr.DDG
40.	Safe custody FBGs and maintenance of ledgers and control registers	AO	AO

Cases relating to Director (Wireless Revenue)

Sl No	Item of Work	Channel Of Submission	Level of Final Disposal
1.	Acceptance of Payment particulars from respective CCAs, its checking and entry/feeding in respective accounts.	AAO	AO
2.	Preparation licensee wise Monthly monitoring statement, and its review	AAO/AO	ADG
3.	Acceptance of payment of spectrum charges in respect of PMRTS and other payments as authorized from time to time and handing over to the PAO with classification of Accounts Heads. Maintenance of register of payments received and reconciliation of the receipts with the figures of PAO on half yearly basis.	AAO	AO

4.	Finalization of license- wise account and assessment of spectrum charges including levy of interest on delayed payments and penalty , wherever applicable. Reminder to licensees for payment.	AAO/AO/ADG	Dir.
5.	Representation of Licensees in respect of assessment.	AAO/AO/ADG/Dir.	Sr.DDG
6.	Quarterly review of payments and action for recovery of outstanding dues.	AAO/AO/ADG	Dir
7.	Approval of invocation of FBGs in cases other than delegated to CCA.	AO/ADG/Dir./Sr.DDG /Adv.(F)	M(F)
8.	Disposal of representation received from service providers(except those in item 9)	AO/ADG/Dir.	Sr.DDG
9.	Cases/representations relating to disputes on rate of charging of interest/penalty, adjustment of dues.	AO/ADG/Dir./Sr.DDG /Adv.(F)	M(F)
10	Policy issues relating to Tariff on spectrum charges and lincense fee on wireless license,fanalisation of AGR and Spectrum assignment etc.	AO/ADG/Dir./Sr.DDG /Adv.(F)	M(F)
11	Budget proposals for Wireless Revenue	AO/ADG/Dir	Sr.DDG
12	Reply to CCAs queries on policy issues and CCA monitoring.	ADG/Dir	Sr.DDG
13	ATN on C&AG paras/Audit paras.	ADG/Dir/Sr.DDG/ADV(F)	M(F)
14	Reply to Audit Memo issued by RAO relating to WR Section.	AO/ADG/Dir	Sr.DDG
15	Submission of status of cases pending for more than three weeks.	AO/ADG/Dir	Sr.DDG
16	Quarterly T.C. Memo	ADG/Dir/Sr.DDG/Adv(F)	M(F)
17	State of work of WR Section w.r.t. collection/outstanding and court cases.	ADG/Dir	Sr.DDG
18	Reply to Un-starred Parliament Questions.	AO/ADG/Dir./Sr.DDG /Adv.(F)/M(F)	MOS(C&IT)
19	Reply to Starred Parliament Questions.	AO/ADG/Dir./Sr.DDG /Adv.(F)/M(F)Secy.(T)	MOC&IT
20	Reply to legal cases/court cases/VIP references.	ADG/Dir/DDG/Adv.(F)	M(F)

21	Cases under RTI Act relating to WR matters.	AAO/AO/ADG/Dir	Dir(WR)
22	Maintenance of imprest sanctioned to Sr.DDG(WPF).	AO/ADG/Dir	Sr.DDG
23	All periodical O&M returns pertaining to WR Section prescribed by O&M, Legal and other Branches.	AAO/AO/ADG/Dir	Sr.DDG
24	Issue of No Dues Certificate (consolidated for WR and WF Section)	AAO/AO/ADG/Dir	Sr.DDG
25	Extension of date of payment after issue of initial letter/dispatch note for up to 10-15 days.	AAO/AO/ADG/Dir	Dir(WR)

5. Divisional Head - DDG [ACCOUNTS]

Plan Cell

Sl. No.	Items of work	Channel of Submission	Level of Final Disposal
1	5-Year Plan Proposals of Telecom Sector and Mid-Term Appraisal of Plan Schemes	Dir/DDG/Adv(F)/M(F)/Secretary(T)	MOC&IT
2	Preparation and processing of Annual Plan proposal of the Telecom Sector	Dir/DDG/Adv(F)/M(F)	Secretary(T)
3	Monthly Review of Financial Outlays & Physical Outcomes	AAO/AD/AO/ADG/Dir.	DDG
4	Quarterly Review of Financial Outlays & Physical Outcomes	AAO/AD/AO/ADG/Dir./DDG	Advisor(F)
5	Half-yearly Review of Financial Outlays & Physical Outcomes	AO/ADG/DIR/DDG/Adv.(F)/M(F)	Secretary(T)
6	Providing Material/Inputs to Budget Branch for Brief to Standing Committee	AAO/AO/ADG/DIR	DDG
7	Providing material in respect of outlays and outcomes/targets pertaining to Annual Plan for PSUs/Units to Budget Branch	AAO/AO/ADG/DIR	DDG
8	Gender Budgeting Cell in DoT	AAO/AO/ADG/DIR	DDG

Budget Branch

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOAL
1	Review of proposal of budgeting new works a) Below Rs. one crore b) Rs. one crore and above	AO ADG	AO ADG
2	Reporting and obtaining of either total or full grant through supplementary demand for non-budgeted works	AO/ADG/Dir	DDG
3	Misc. correspondence relating to budget/accounts	AAO/AO	ADG
4	Cases relating to suggestions/interpretation of rules/accounts procedure	ADG/Dir.	DDG
5	Revenue receipts Fixation of RE/BE/FG	ADG/Dir/DDG/Adv.(F)	M(F)
6	Working expenses i) Fixation of RE/BE/FG ii) Fixation of reserve under WE before issue of original allotment	ADG/Dir./DDG/Adv(F) AO/ADG/Dir.	M(F) DDG

7	Review of statement showing progress of expenditure vis-à-vis allotment under working expenses a) Cases where the expenditure does not exceed the proportionate allotment by 5% of Rs. 20 lakhs which ever is less b) Cases where the expenditure exceed the proportionate allotment by 5% but does not exceeds 90% or Rs. 50 lakhs which ever is less c) Cases where the expenditure exceeds the allotment by 10% of Rs. 50 lakhs	AAO/AO AO/ADG Dir.	ADG Dir. DDG
8	Ceiling Items Fixation of ceiling at various budgetary stages for the DOT as whole	AO/ADG/Dir.	DDG
9	Loans and advances: Allotment of funds to the circles at BE/RE stages	AO/ADG/Dir.	DDG
10	Allotment of funds	AO/ADG/Dir	DDG
11	Review of Head wise expenditure statement of units	AAO/ AO/ADG	Dir.
12	Review of statement of total expenditure received monthly from TA Section	AAO/AO/ADG	Dir
13	a) Vetting of budget paragraphs of sanctions issued by Dte. b) Cases returned without vetting	AAO AAO/AO	AO ADG
14	Monthly Statement of IEBR of PSUs to CGA	AO/ADG/Dir.	DDG
15	Preparation of SBE (i) for Pre-Budget Discussion (ii) for RE final (iii) for BE final	AO/ADG/Dir/DDG/ Adv.(F) AO/ADG/Dir/DDG/ Adv.(F) AO/ADG/Dir/DDG Adv.(F)	M (F) M(F) M(F)
16	Printing of Outcome Budget (i) Approval of Draft material (ii) Proof reading (iii) Placing Order (iv) Taking delivery and distribution	ADG/Dir/DDG/Adv(F)/M(F)/ CH(TC) AO ADG AO	MOS (C&IT) AO ADG AO
17	Standing Committee (i) Calling for briefs (ii) Compilation of briefs and approval of material to be supplied (iii) Finalisation of list of officers to attend internal/oral evidence meetings (iv) Submission of replies to Questionnaires/ Observation/recommendation	ADG/Dir ADG/Dir/DDG/Adv(F)/ M(F) ADG/Dir./DDG/Adv(F)/M(F) ADG/Dir/DDG/Adv(F)/ M(F)	DDG CH(TC) CH(TC) CH(TC)

18	Preparation and submission of ATN on C&AG/PAC paras	ADG/Dir/DDG/Adv (F)	M(F)
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Section : TA-I

S. No	Item of Work	Channel of Submission	Level of final Disposal
1	Posting and transfer of staff within Telecom Accounts Section (a) AAO/ AOs (b) Others	ADG/Dir ADG	DDG
2.	Cases relating to payment of interest of GPF beyond one year referred by field units	ADG/Dir./DDG/Adv.(F)	M(F)
3.	Cases relating to suggestions/ interpretation of rules/ Accounts procedure	ADG /Dir/DDG/Adv.(F)	M(F)
4.	Inter – Departmental settlement	ADG /Director	DDG
5.	Banking arrangements	ADG /Director/DDG	Adv(F)
6.	Creation/ Abolition of Circle Accounts Codes.	ADG /Dir/ DDG/Adv.(F)	M(F)
7.	Replies to Audit / PAC paras, Action taken notes etc. relating to TA Section.	ADG/Dir/DDG/Adv.(F)	M(F)
8.	General Administration	AO/ ADG/Dir.	DDG
9.	Framing of new accounting procedures.	ADG/Dir/DDG/Adv.(F)	M(F)
10	Amendments to Telecom Accounts manual, and printing of Appendix-V	ADG/Dir	DDG
11	Policy matter on Focal Point Branch system and action thereon	ADG/Dir/DDG/Adv.(F)	M(F)
12	Policy matter on pension payment through Public sector banks and action thereon	ADG/Dir/ DDG/Adv.(F)	M(F)
13	Monitoring and guidance for settlement of claims between DoT and MTNL/BSNL/VSNL etc.	AO/ADG/Dir/DDG/Adv. (F)	M(F)

Section - AO (TA-ID)TACT

S. No	Item of Work	Channel of Submission	Level of final Disposal
1	Receipt of printout of accounts, floppies etc.	AAO	AO
2	Feeding manual Accounts in Computer and generation of verification reports of accounts balances	AAO	AO
3.	Feeding floppies in Computer and generate Report no. 3 for verification of A/cs balances of each circle & DoT Cell.	AAO	AO
4.	Compilation of monthly A/cs	AAO	AO
5.	Generation of General Abstract (DOT & DOT Cell separately)	AAO	AO
6.	Generation of 3 page statements	AAO	AO
7.	To rounding off the 3 page statement and generating the floppies and statements and send to CGA.	AAO/AO	ADG
8.	Maintenance of computer code Directory.	AAO	AO
9.	To keep in safe custody of floppies, monthly a/c General Abstract & DB for future reference.	AAO	AO
10	To review DB for misclassification and make correspondence with concerned DOT accounting circle & DOT Cell	AAO	AO
11	Generated 3 page statement of monthly a/c and submission thereof	AAO/AO/ADG/Dir	DDG
12	To attend the CGA office correspondence for any discrepancy pointed out.	AO	ADG
13	Creation of computer code of Head of A/c s & Supply the floppy to each accounting unit	AO	ADG

Section - AO (TA-II) BOOK

S. N	Item of Work	Channel of Submission	Level of final Disposal
1.	Maintenance of all relating files and circulars relating to his group	AAO	AO
2.	Compilation, preparation and submission of Preliminary Appropriation Accounts.	AAO/AO/ ADG/ Dir	DDG
3.	Preparation and submission of various monthly, quarterly and yearly statements due to be submitted to the various authorities/ offices	AAO	AO
4	SCT work	AO/ADG/Dir	DDG
5	Work relating to Union Finance Accounts	AO/ADG/Dir/DDG/ Adv.(F)	M(F)
6	Work and correspondence relating to adverse balance.	AO/ADG/Dir./DDG/ Adv.(F)	M(F)
7	Work relating to Audit Paras, C&AG Report Paras, PAC Paras and Audit Memo ATN etc.	AO/ADG/Dir./DDG/ Adv.(F)	M(F)
8	Computerisation of Telecom Accounts.	AO/ ADG/ Dir/DDG/Adv.(F)	M(F)
9	Examination and review of state of work Report of DOT Accounts Units.	AO/ADG/Dir/DDG	Adv.(F)
10	(a) Appropriation accounts – Stage I (b) Detail appropriation accounts – Stage-II & condensed appropriation accounts. (c) Stage III and IV	AO/ADG/Dir AO/ADG/Dir/DDG/ Adv.(F) AO/ADG/Dir./DDG/ Adv.(F)/M(F)	DDG M(F) Secy.(T)

Section – IA (Internal Audit) UNIT (formerly IC Unit)

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

Section - PAO (HQ)

Sl. N	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1.	Pre-check of all claims of the Telecom Directorate and issue the cheques for claim(s) admitted.	Sr.Acctt./AAO	AO
2	Preparation of classified A/cs and submit to TA-II Section of Directorate	Sr.Acctt./AAO	AO
3	Maintenance of DB, Broad Sheets of Loans and Advances, Debt Deposits, Remittance and Suspense Heads	Sr.Acctt./ AAO	AO
4	Audit objections	AAO/AO/ADG	Dir
5	Work relating to Remittance to Bank and drawing from Bank including Bank reconciliation	Sr.Acctt./AAO	AO
6	Settlement of MEA claims etc.	Sr.Acctt. / AAO	AO
7	Inter Ministry/Inter Departmental claim in respect of DoT	Sr.Acctt. / AAO	AO
8	Maintenance of various registers/ statements/ returns connected with the work of submission of various returns/ schedules and document	Sr.Acctt / AAO	AO
9	Maintenance of loan and Equity accounts (Receipt and Payment) of PSU under M/o Communications & IT (DoT Head Quarter)	AAO	AO

Section - SO (PB)

Sl N	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1	Work relating to drawal of pay and allowances relating to DoT(Hq) and maintenance of various registers	Asstt./AAO	SO
2	Drawal of all kinds of Advances and withdrawals	Asstt. / AAO	SO
3	Recording of service verification certificates in Service book	Asstt. / AAO	SO
4	Submission of recovery schedules in respect of PLI premium to Dy.Director, PLI, Calcutta	Asstt.	SO
5	Calculation of Income Tax and issue of monthly/ annual income certificates	Asstt./ AAO	SO
6	Preparation of various schedules required in connection of recovery from salary and drawl of Pay and allowances	Asstt.	SO

Section - AO(PFP)

S N	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF DISPOSAL
1.	Pension papers work employees DoT (HQ) including corporate Office, BSNL, WPC and Monitoring Organisation	AAO	AO
2	Issuing Authorisation of PPOs in r/o VSNL employees – 1600 cases.	AAO	AO
3	Issuing Authorisation of PPOs in r/o DoT HQ., WPC, BSNL C.O. employees and Head of Circles of BSNL & CCAs.	AAO	AO
4	Watching the LSPC in respect of officers deputed from DoT(HQ), WPC and Monitoring Organisation and maintenance of broadsheet.	AAO	AO
5	Maintenance of LSPC broadsheet of C.O. BSNL employees only.	AAO	AO
6	Refund of excess leave salary contribution received from BSNL C.O.	AAO/AO	ADG
7	Complicated cases of Pension, GPF, LSPC, etc. of DoT (HQ) / WPC/ VSNL /BSNL	AAO/AO/ADG/Dir	DDG
8	GPF work of the employees of DoT(HQ), including C.O. BSNL, WPC and Monitoring organisation	AAO	AO
9	Audit paras related to above work	AAO/AO/ADG	Dir.

Section - CASH SECTION

S N	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF DISPOSAL
1	Preparation of bills on the basis of sanctions issued by various authorities of Ministry and DoT.	ASSTT./AAO	SO
2	Preparation of all contingent bills	ASSTT.	SO
3	Compilation of all types of recoveries in the acquaintance rolls of DoT	ASSTT.	SO
4	Framing of BE and RE of DoT including WPC and Ministry. Collection of booked expenditure from PAO(HQ)	ASSTT./SO/ADG/Dir	DDG
5	DDO function and maintenance of Cash Book	Cashier/AAO	SO

6. Divisional Head - DDG(LF-I)

Section : LF-I Branch

SI N	Subject	Channel of Submission	Level of final disposal
1	Finance Advice cases and vetting of documents, Audit paras etc. relating to licenceing branches	AAO/AO/ADG/Dir/ DDG	Adv.(F)/M(F)
2	Reply to Half Margin and Audit	AO/ADG/Dir	DDG
3	Court cases	AAO/AO/ADG/Dir/ DDG	Adv.(F)/M(F)

7. Divisional Head - DDG(LF-II)

Section : LF-II Branch

SI N	Subject	Channel of Submission	Level of final disposal
1	Reply to Parliament Questions i) Starred Question	AO/ADG/ DIR/ DDG/Adv.(F)/M(F)/ Secy.(T)	MOC&IT
	ii) Unstarred Question	AO/ADG/ DIR/ DDG/Adv.(F)/M(F)	MOSC&IT
2	Reply to Half Margin and Audit	AO/ADG/Dir.	DDG
3	Acceptances of licence fee payments, dispatch of cheques to PAO, Maintenance of register of payments received and made over to PAO with classification	AAO/AO/ADG	Dir
4	Reminder to licensees for payment of license fees	AO/ADG	Dir
5	Review of payments and outstanding	AO/ADG	Dir
6	Calculation of penal interest on delayed payments & recovery of the same	AO/ADG	Dir
7	Refund /adjustment of license fee excess paid	AO/ADG/ DIR/DDG/Adv.(F)	M(F)
8	Safe custody of Financial and Performance Bank Guarantees, Maintenance of ledgers and control Registers etc.	AAO/AO/ADG	Dir
9	Issue of letters of extension of BGs before expiry of validity and invocation in case of non extensions	AAO/AO/ADG	Dir
10	Approval for invoking BG in case other than mentioned in Sl.No.9 above	ADG/ DIR	DDG
11	Checking of affidavit etc. at the time of recovery of quarterly revenue share/L.F.	AO	ADG
12	Annual Financial settlement of revenue share/ L F	AO/ ADG	DIR
13	Processing for decision on appointment of Auditors /auditing of licensees record	DIR/DDG /Adv.(F)	M(F)
14	Annual Assessment of License Fees paid by the Operators based on Audited AGRs.	AO/ADG	Dir.

15	Reports and Misc. items	AO/ADG/DIR	DDG
16	Data compilation and preparation of TC Memo.	AO/ADG/ DIR/DDG/Adv.(F)	M(F)
17	Reconciliation of LF collections.	AO/ADG/ DIR/DDG/Adv.(F)	M(F)
18	Dealing of RTI Cases/Appeal cases.	AO/ADG/Dir	DDG
19	Annual/Half yearly/Quarterly return of RTI cases.	AO/ADG/Dir	DDG
20	Computerisation of LF software and relevant to other work.	AO/ADG/Dir	DDG
21	Administration and Staff Matters	AO/ADG/Dir	DDG
22	Verification of deduction claims received from CCAs.	AO/ADG/Dir	DDG

III. UNIT**ALL DDsG UNDER MEMBER (SERVICES)****1. Divisional Head : DDG(ESTT.)****Director(Staff)****STG.I Section :**

Sl. No.	Item of work	Level upto	Channel of submission	Final level of disposal
1	Inter unit transfers and postings of ITS / TTS / GCS Group 'A' officers	STS	SO/US /Dir.	DDG
		JAG/SAG	SO/Dir./ DDG	M (S)
		Sr.DDG/CGM*	SO/ DDG/M(S)	Secretary(T)
2	Intimation / information given under CCS Conduct Rules – cases of ITS / TTS / GCS Group 'A' officers.	STS/JTS	SO/US/Dir	DDG
		JAG & above	SO/US/DDG	M (S)
3	Commercial employment after retirement in respect of ITS/TTS/CGS Group 'A' officers	STS/JTS JAG & Above	SO/US/DDG/M(S) SO/US/DDG/M(S)/ Secy. (T)	MOS (C&IT) MOC&IT
4	Parliament questions [starred/unstarred]	--	SO/US/DDG/M(S)	M (S)
5	NOCs for obtaining passports/going abroad	STS/JTS	SO/US/Dir	DDG
		JAG & above	SO/Dir/DDG	M (S)
6	Scrutiny and maintaining of property returns of ITS / TTS / GCS Group 'A' officers	STS/JTS	SO/US/Dir	DDG
		JAG & above upto Adviser	SO/US/DDG	M (S)
7	RTI Cases relating to the subject being handled by the Section	--	SO/US	Dir.
			SO/US	DDG
8	All the court cases relating to the matters dealt with in the Section	STS/JTS	SO/US / Dir.	DDG
		JAG & above upto Adviser	SO/US/Dir./DDG	Member (S)
9	Resignation/voluntary retirement of ITS / TTS / GCS Gr-A officers	JTS/STS/JAG	SO/ Dir./DDG /M(S)	MOS(C&IT)
		SAG & above	SO/Dir/DDG / M(S)/ Secy.(T)	MOC(C&IT)
10	Retirement of ITS / TTS / GCS Gr-A officers	JTS/STS JAG & above	SO/ US/Dir. SO/US/Dir./DDG	DDG M(S)
11	Preliminary examination of cases relating to violation of conduct Disciplinary cases in respect of officers of ITS / TTS / GCS Group 'A'	--	SO/US/Dir/ DDG	Member (S)/ Secretary(T)

12	Permission to pursue higher studies – cases of ITS/TTS/GCS Group ‘A’ officers	JTS/STS	SO/US/Dir	DDG
		JAG & above	SO/Dir./DDG	M (S)
13	Counting of past service	--	SO/US/Dir.	DDG
14	Study leave / EOL / Ex-India leave in respect of ITS / TTS / GCS Group ‘A’ officers	JTS/STS	SO/US /Dir.	DDG
		JAG & above	SO/Dir./DDG	M (S)
15	Leave cases in respect of ITS/TTS/GCS Group ‘A’ officers	--	SO/US/Dir.	DDG
16	Leave encashment / transfer TA - cases of ITS / TTS / GCS Group ‘A’ officers (JTS and above upto the Adviser)	JTS/STS	SO/US/Dir.	DDG
		JAG & above	SO/US/DDG	M(S)
17	Periodical returns	--	SO/US/Dir.	DDG
18	Union matters on which Estt. Related action is ordered	--	SO/US/Dir.	DDG
19	Miscellaneous cases in respect of all cadres dealt with in the section	--	SO/US/Dir.	DDG
20	VIP cases	--	SO/US/DDG/M(S)/ Secy .(T)* *In Policy matters	MOS(C&IT) / MOC (C&IT)
21	Change of name / religion / date of birth cases of ITS/TTS/GCS Group ‘A’ officers	JTS/STS	SO/US/Dir.	DDG
		JAG & above upto Adviser	SO/US/DDG	M (S)
22	Cadre clearance / vigilance clearance cases of ITS/TTS/GCS Group ‘A’ officers	JTS/STS	SO/US/Dir	DDG
		JAG & above upto Adviser	SO/Dir./DDG	M(S)

*Transfer and posting of CGM’s grade shall be decided by a committee consisting of CMD concerned, Member (S) & Secretary (T).

STG.II Section

Sl. No.	Item of work	Channel of Submission	Final level of Disposal
1	RTI Cases	SO / US SO/US	Director DDG(Appeal Cases)
2	VIP references	SO/US/Dir. / DDG /M(S)/ Secy (T)* *In Policy matters	MOS (C&IT)/ MOC & IT
3	Parliament Questions	SO/US /Dir.	DDG
4	Preparation of eligibility lists of JTOs for promotion to TES Group 'B'	SO/US/Dir.	DDG
5	Conducting DPCs for promotion of JTOs to TES Group 'B'.	SO/US/Dir.	DDG
6	Issuing the seniority list of TES Group 'B' officers.	SO/US/Dir.	DDG
7	Processing the cases of pay fixation of Assistant Directors posted in DoT HQ	SO/US/Dir.	DDG
8	Implementation of sixth pay commissions recommendations such as leave encashment, Child Care Leave, MACP etc.	SO/US/Dir.	DDG
9	NOC for obtaining passport for going abroad in respect of TES Group 'B' officers.	SO / US / Dir	DDG
10	Intimation given under CCS CCA Rules by TES Group 'B' officers	SO/US /Dir.	DDG
11	Retirement / VR / pre-mature retirement in respect of TES Group 'B' officers	SO/US/Dir.	DDG
12	Court Cases	SO/US/Dir	DDG
13	Union matters on which Estt. related action is ordered	SO/US/Dir	DDG
14	Preliminary examination of cases relating to violation of conduct rules by GCS/ TES Group 'B' officers before the cases are referred to Vigilance Branch for initiation of departmental proceedings.	SO/US/Dir./ DDG	M(S)
15	Permanent absorption of TES Group 'B' officers in BSNL/MTNL.	SO/US/Dir/ DDG	M(S)
16	Periodical returns	SO/US	Dir.

17	Posting / transfer of Ads	SO/US/Dir	DDG
18	Miscellaneous such as forwarding of applications of Ads for outside employment, processing the cases for higher studies in respect of ADs etc.	SO/US/Dir.	DDG

TFS Section :

Sl. No.	Item of work	Channel of Submission	Final level of Disposal
1	Processing of disciplinary cases of Group 'C' & 'D' official (DoT optee/unabsorbed in BSNL/MTNL)	SO / US	Director
2	Handling of Court/CAT cases in respect of disciplinary cases handled	SO/US/Dir.	DDG
3	Handling of VIP cases.	SO/US/Dir. DDG / M(S)/ Secy.(T)* *In Policy Matters	MOC&IT or MOS(C&IT)
4	RTI Cases	SO/US SO/US	Dir DDG (appeal cases)
5	All residual & staff matters relating to Telecom Factory Service Staff.	SO/US/Dir	DDG
6	Submission of reports/returns.	SO/US	Dir.

SNG Section

Sl. No	Item of work	Channel of Submission	Level of final disposal
1.	All cadre control functions in respect of unabsorbed employees of BSNL/ MTNL belonging to Group 'C' and 'D' cadres and all pre-absorption HRD matters relating to Group 'C' and 'D' cadre DoT employees absorbed in BSNL/ MTNL, Related Parliament Questions, Grievances and VIP cases, policy matters of absorption.	SO/US SO/US/Dir. SO/US/Dir/ DDG SO/US/Dir/ DDG/M(S)	Dir. DDG/ M(S) Secretary (T) MOS(C&IT) Or MOC&IT

Director(Estt.)

SO (Pension)

S. No.	Item of Work	Chancel of Submission	Level of Final Disposal
1.	Pension i) Payment of Pension/Family Pension ii) Change of nomination, indemnity bond and grievances iii) Cases of grievances of Pensioner	SO (Pen)/US (STP)/ADG (TA) SO(Pen)/US(STP)/Dir.(E) SO(Pen)/US(STP)/Dir.(E)	US(STP) DDG (E) DDG (E)
2.	Policy matters – Circulations of rules interpretation of rules, examination of cases and clarification relating to Pension to DoT/BSNL / MTNL pensioners	SO(Pen)/US(STP)/Dir.(E)	DDG (E)
3.	Issue of Identity Cards to Pensioners retiring from	SO(Pen)/US(STP)/Dir.(E)	DDG(E)
4.	Verification of service and issue of qualifying service certificate	SO (Pen)	US (STP)
5.	Issue of certificate for Concessional Telephone after retirement	SO(Pen)	US(STP)
6.	Court cases concerning retirement benefits	SO(Pen)/US(STP)/Dir.(E)	DDG (E)
7.	VIP references, Parliament Question and other Parliamentary matters related to above	SO(Pen)/US(STP)/Dir.(E)/ DDG/ Secy(T)* * For Starred Questions & in Policy matters	M(S) / MOS(C&IT)/ MOC&IT
8.	RTI Cases	SO(Pen)/US(STP)	Dir.(E) DDG (E) for appeals

SO (Pension Portal)

S. No.	Item of Work	Channel of Submission	Level of Final Disposal
1.	Pension Portal : Online redressal and monitoring of grievances of Pensioners of the Department	SO (PP) /ADG (PP)	Dir. (E)
2.	Pension Grievance Cases of the Pensioners of the department.	SO (PP) /ADG (PP)	Dir.(E)
3.	VIP references, Parliament Question and Other Parliamentary matters related to above.	SO (PP) /ADG (PP) /Dir./ DDG/ Member(S)/ Secy(T)* * For starred questions & policy matters.	MOS(C&IT) /MOC&IT
4.	RTI Cases	SO (PP) /ADG (PP)	Dir. (E) DDG (E) for appeals

ADG (E&C)

S. No.	Item of Work	Channel of Submission	Level of Final Disposal
1.	Creation of posts: i) Gr.A posts above JAG ii) All Gr B posts & Group A posts upto JAG	ADG(E&C)/Dir./DDG/M(S)/M(F)/ Secy.(T) ADG(E&C)/Dir./DDG/DDG(FEB)	MOC &IT M (S)
2.	Retention of posts: i) Gr. A posts above JAG All Gr. B posts & Group A posts upto JAG	ADG(E&C)/Dir./DDG/DDG (FEB) ADG(E&C)/Dir.(E)/Dir (Finance)	M(S) DDG (E)
3.	Permanency of posts Gr.A/Gr.B posts	ADG(E&C)/Dir.(E)/DDG(E)/DDG(FEB)	M(S)
4.	Diversion of posts in DoT HQ / TEC/ TERM / BSNL / MTNL (I) upto to Group B (II) Group A	ADG (E&C) / Dir.(E) ADG (E&C) / Dir.(E)/ DDG (E)	DDG(E) M(S)
5.	Court Cases concerning above subjects.	SO/ ADG (E&C) /Dir.(E)/DDG (E)	M(S) / Secy.(T)* MOS(C&IT) MOC&IT *In cases to be approved by MOC&IT.
6.	VIP references, Parliament Question and other Parliamentary matters related to above.	ADG (E&C) / Dir.(E)/DDG (E)/ M(S) Secy.(T)* * For starred questions & in Policy matters.	MOS(C&IT) MOC&IT

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

SO (PAT)

S. No.	Item of Work	Channel of Submission	Level of Final Disposal
1.	Implementation of Pay Commission notification & settlement of anomalies arising thereby	SO (PAT)/ ADG (PAT)/ Dir.(E)/ DDG (E)	M(S)
2.	Policy matters – Circulations of rules, interpretation of rules, examination of cases & clarification relating to: <ul style="list-style-type: none"> i) all the financial entitlement of staff like types of pay, allowances, advances and pay fixation. ii) Medical reimbursement / advances etc. iii) Permanent Advances, cash imp rest. iv) Central Government Employees Group Insurance Scheme. v) Leave Travel Concession vi) Income Tax vii) Attachment of salary in respect of Telecom Staff viii) Fixation of Pay of re-employed pensioners / redeployed Government Servants ix) Assured Carrier Progression (ACP) x) Bonus 	SO(PAT)/ADG(PAT)/Dir.(E)	DDG(E)
3.	Court Cases concerning above matters	SO(PAT)/ADG(PAT)/Dir.(E)	DDG (E)
4.	VIP references, Parliament Question and other Parliamentary matters related to above.	SO(PAT)/ADG(PAT)/Dir.(E)/ M (S)/ Secy (T)* *For Starred Questions & in policy matters.	MOS(C&IT) MOC&IT
5.	RTI Cases	SO(PAT)/ADG(PAT)	Director (E) DDG (E) for appeals

2. Divisional Head - DDG (PG)

Sl. No	Item of work	Channel of Submission	Level of final disposal
1	Allotment of out of turn telephone connections and allied matters	SO or AD/ADG or US/Dir./ DDG/Adv.(O)/M(S)	CH(TC) or MOS(C&IT)/ MOC&IT
2	Arbitration matters	SO or AD/ADG or US/Dir.	DDG
3	Matters pertaining to MP quota cases	SO or AD/ ADG or US/ Dir./ DDG/ Adv.(O)/M(S)/ CH(TC)	MOC&IT
4	Concessional telephone to DOT employees	SO or AD/ ADG or US	Dir.
5	Entitlement of Telephones of MPs	SO or AD/ ADG or US /DIR/ DDG/ Adv.(O)/ M(S)/ CH(TC)	MOC&IT
6	Liaison with Lok Sabha Sectt. /Rajya Sabha Sectt. for monitoring the matters pertaining to Hon'ble MPs	SO or AD/ADG or US/Dir.	DDG
7	Telephone Advisory Committees (TACs). Policy, nomination of TACs members and allied matters.	SO or AD/ ADG or US/ DIR /DDG/Adv.(O)/M(S)/ Secy. (T)	MOC&IT
8.	Service Telephone Facilities to DOT Employees.	SO or AD/ADG or US	Dir.
9	Policy of Concessional Telephone Connections.	SO or AD/ ADG or US/ DIR/ DDG/ Adv.(O)/ M(S)/ Secretary (T)	MOC&IT
10	Policy of Service Telephone facilities to DoT employees.	SO or AD/ ADG or US/ DIR/ DDG/Adv.(O)	M(S)
11	Secret/ Top Secret matter pertaining to MHA	DDG/Adv.(O)/M(S)	Secretary (T)
12	EPABX/PAX/RAX	SO or AD/ ADG or <u>US</u>	Dir.
13	All matters relating to customer Services	SO or AD/ADG or US/Dir.	DDG
14	Policy of Telephone Directory and Directory Enquiry Service.	SO or AD/ US or ADG/Dir./DDG/Adv.(O) /M(S)/ Secretary(T)	MOC&IT.
15	Administration of Indian Telegraph Act	SO or AD/ US or ADG/Dir./DDG/Adv.(O) /M(S)/ Secretary (T)	MOC&IT
16	Telephone Manuals and Allied Matters.	ADG or US/DDG/Adv.(O)/ M(S)/ Secy. (T)	MOC&IT

17	Disposal of grievances received from public and other Govt. Depts.	SO or AD	ADG or US
18	Investigation of irregularity cases and disposal	SO or AD/ADG or US/ /DIR	DDG
19	Policy of Telephone Adalats, open House Session etc.	SO or AD/ US or ADG/Dir./DDG/Adv.(O)	M(S)
20	Audit Para	SO or AD/ADG or US/DIR	DDG
21	Draft Telecom Commission Memo.	SO or AD/ADG or US/DIR/ DDG	M(S)
22	Draft Cabinet Notes	DDG/Adv.(O)/M(S)/CH(TC)	MOC&IT
23	VIP reference of grievances etc.	SO or AD/ US or ADG/Dir./DDG/Adv.(O)	M(S) or CH(TC) or MOS(C&IT) or MOC&IT
24.	Parliament Questions and other Parliamentary matters relating to above subjects.	SO or AD/ US or ADG/Dir./DDG/Adv.(O)/M(S) or CH(TC)	MOS(C&IT) or MOC&IT
25	Court cases/Legal matters.	SO or AD/ADG or US/DIR	DDG
26	Information under RTI Act	SO or AD/ADG or US	Dir.
27	RTI Appeal	PS to DDG	DDG

3. Divisional Head - DDG(SU)

Sl. No	Item of work	Channel Submission of	Level of final disposal
1	All matter concerned with TCIL except Board Level appointments.	US/ DIR/DDG/AS(T)	M(S)
2	All matters concerned with ITI except Board Level appointments	US/DIR/DDG/ ADV.(O)	M(S)
3	Rasidual matters of VSNL & HTL	US/DIR/DDG/ ADV.(O)	M(S)
4	Matters of SCT, Estates & SR Section.	US/DIR/DDG/ ADV.(O)	M(S)
5	All VIP references and all Parliament Questions and other Parliamentary matters relating to above subjects	US/DIR/ DDG	Adv.(O) or M(S) or Secy.(T) or MOS(C&IT) or MOC&IT

SC/ST Cell (SCT-Cell)

Sl. No	Item of work	Channel Submission of	Level of final disposal
1	Dereservation cases received from Cadre Authorities.	DIR/DDG/ADV.(O)/ M(S)	Sect.(T)
2	Completion of annual statement received from various units of DOT.	SO/US/DIR	DDG
3	Action on complaints/grievances received in respect of SCs and STs employees of the DOT.	SO/US/DIR	DDG
4	Submission of VIP cases i.e. MPs/MLAs and Parliament Questions.	DIR/DDG/ADV.(O)	M(S) or Secy.(T) or MOS(C&IT) or MOC&IT.
5	Issue of Certificate before convening DPC	-	Liason Offaicer(SCT)
6	Coordination of references received from NCSC, NSCT, Lok Sabha/ Rajya Sabha Sectt.	SO/DIR(LO SCT)	DDG

FACTORY Desk

SI No.	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1	Meeting of the Cabinet Committee on disputes (ITI)	SO/Dir./ DDG/AS(T) / M(S)	Secy.(T)
2	Draft Audit Paras (ITI)	SO/Dir./ DDG/AS(T)	M(S)

3	MP/VIP cases pertaining to ITI	SO/Dir./ DDG /AS(T)/M(S)	Secretary(T) or MOS(C&IT) or MOC&IT
4	PM's Shram Awards ITI	SO/Dir./DDG/ AS(T)/M(S)	Secretary (T)
5	Wage Revision of Executives of ITI	SO/Dir./ DDG /AS(T)/M(S)	Secretary(T) or MOC&IT
6	Representation of ITI employees/ retired employees on service matters	SO	Dir.
7	Court cases filed by employees/ex-employees	SO/Dir.	DDG
8	Laying of Annual Report of ITI	SO/Dir./ DDG /AS(T)/M(S)	Secretary(T) or MOS(C&IT)
9	MoU between Government and ITI	SO/Dir./ DDG /AS(T)/M(S)	Secretary(T) or MOS(C&IT)
10.	Monitoring of Production performance of ITI – Quarterly and Monthly reports.	DO/Dir.	DDG

FACTORY SECTION

SI No.	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1	Five year Plans. Annul Plans, Action Plans/ Performance Review Reports	DIR/DDG(SU)/AS(T)	M(S)
2	Representation/Petitions etc. from employees	US/ DIR.	DDG
3	Monthly / Quarterly performance review meeting	DIR/DDG /AS(T)	M(S)
4	Draft Audit Paras	US/ DIR/DDG /AS(T)	M(S)
5	Clearance for visit of foreigners to PSUs	DO/ DDG/AS(T)	M(S)
6	Voluntary Retirement Scheme/ National Renewal Fund	DO/DDG/AS(T)	M(S)
7	MOU	DIR/ DDG/ AS(T)/M(S)	Secretary (T)
8	Industrial disputes/court cases	US/DIR/ DDG/AS(T)	M(S)
9	Issue of statutory certificate for availing customs duty rebate	US	DIR
10	Liquidated damages cases	US/DIR	DDG
11	Co-operation, co-ordination & Production Planning between two PSUs	DIR/ DDG/ AS(T)/M(S)	Secretary (T)
12	Miscellaneous/ Residual Matters	DO/ DIR/	DDG
13	Matters related to disinvestments a. Policy and View of DOT	DIR/ DDG/ M(S)/	Secretary(T) or

	b. Other matters	M(F) ADG/ DIR	MOC&IT DDG
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SR Section

Sl. No	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1.	Recognition of Unions/ Associations of DoT	SO/US/DIR/DDG/ Advisor (T)/M(S)/ Secretary(T)	MOC&IT
1	Coordination of meetings of recognized Unions/ Associations of BSNL/ MTNL.	SO/US/DIR/DDG/ Adv. (O)	Adv (O) or M(S)or Secretary (T)
2.	Industrial Dispute cases received from Ministry of Labour & Employment in respect of BSNL / MTNL.	SO/US	Dir.

ESTATE Section formerly **(NBT)**

Sl No	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1.	All residual matters relating to P&T Quarters of BSNL / MTNL	SO/US/DIR/DDG/ Adv. (O)/M(S)	Secretary (T)
2.	Appointment of Arbitrator in respect of Land and Building cases pertaining to pre-2000 era/	SO/US /DIR/DDG/ Adv.(O).	M(S)
3.	Notices received u/s 80 of CPC regarding rented accommodation in field units	US	DDG
4.	Courts cases where NBT section comes into picture-routine cases.	US /DIR	DDG
5.	Court cases-important High Court cases/Supreme Court cases/where other departments are also involved	US /DIR/DDG/Adv(O)	M(S) or Secretary(T)

IV – UNIT : Chief Vigilance Officer (CVO),DoT

Sl. No	Item of work	Channel of Submission	Level of final disposal
1	Examination of complaints having vigilance angle and initiation of investigation.	Asstt./SO/US/Director	CVO
2	Examination of investigation reports and initiation of disciplinary proceedings for seeking first stage advice of CVC ¹		
2a	Group 'C' & 'D'	Asstt./SO/US	Dir(Staff)
2b	Group 'B'-JTO/SDE & Equivalent ²	Asstt./SO/US/Director/ CVO	Member(TC)
2c	Group 'A'	Asstt./SO/US/Director/ CVO	Secretary(T)
2d	CMD & Board level officers of PSUs	Asstt./SO/US/Director/ CVO	Secretary(T)
3.	Examination of CBI reports for seeking 1 st stage advice of CVC for issuance of Prosecution sanction/RDA orders		
3a	Group 'C' & 'D'	Asstt./SO/US	Director(Staff)
3b	Group 'B'-JTO/SDE & Equivalent ²	Asstt./SO/US/Director/ CVO	Member(TC)
3c	Group 'A'	Asstt./SO/US/Director/ CVO	Secretary(T)
3d	CMD & Board level officers of PSUs	Asstt./SO/US/Director/ CVO	Secretary(T)
4	<ul style="list-style-type: none"> • Acceptance of 1st stage advice of CVC • Issue of prosecution sanction/RDA orders Issue of chargesheet		
4a	Group 'C' & 'D'	Asstt./SO/US	Director(Staff)
4b	Group 'B'JTO/SDE & Equivalent ²	Asstt./SO/US/Director/ CVO	Member (TC)
4c	Group 'A' –Upto JAG level	Asstt./SO/US/Dir/CVO/ Secretary (T)	MOS(C&IT)
4d	Group 'A' – SAG and above	Asstt./SO/US/Dir/CVO/	MOC&IT

		Secretary(T)	
4e	CMD & Board level officers of C-DoT, TCIL & ITI	Asstt./SO/US/Dir/CVO/ Secretary(T)/ MOS (C&IT)	MOC&IT
4f	CMD & Board level officers of BSNL & MTNL	Asstt./SO/US/Dir/CVO/ Secretary(T)	MOC&IT
5.	<ul style="list-style-type: none"> • Examination of inquiry reports for seeking 2nd stage advice of CVC¹. • Acceptance of 2nd Stage advice • Tentative decision before sending to UPSC • Acceptance of UPSC advice • Issue of final orders. 		
5a	Group 'C' & 'D'	Asstt./SO/US	Director(Staff)
5b	Group 'B'-JTO/SDE & Equivalent ²	SO/US/Dir/CVO	Member(TC)
5c	Group 'A' – upto JAG level(non-absorbed)	SO/US/Dir/CVO/ Secretary(T)	MOS(C&IT)
5d	Group 'A' – SAG & above (non-absorbed)	SO/US/Dir/CVO/ Secretary (T)/ MOS(C&IT)	MOC&IT
5e	CMD & Board level officers of C-DoT, TCIL & ITI	SO/US/Dir/CVO/ Secretary(T)/ MOS(C&IT)	MOC&IT
5f	CMD & Board level officers of BSNL & MTNL	SO/US/Dir/CVO/ Secretary(T)	MOC&IT
5g	Absorbed officials of PSUs (all level) ³	SO/US/Director	CVO
6.	Appeals, revision & review petitions		
6a	Group 'C' & 'D'	Asstt./SO/US/Dir.(Staff)	DDG (Estt.)
6b	Group 'B' JTO/SDE & Equivalent	SO/US/Dir/CVO	MOS(C&IT)
6c	Group 'A'-(Review Petition)	SO/US/Dir/CVO/ Secretary(T)/ MOS(C&IT)	MOC&IT
6d	CMD & Board level officers of C-DoT, TCIL & ITI	SO/US/Dir/CVO/ Secy.(T)/MOS(C&IT)	MOC&IT
6e	CMD & Board level officers of BSNL & MTNL	SO/US/Dir/CVO/ Secy.(T)	MOS(C&IT)/ MOC&IT
7.	MP/VIP references.	Asstt./SO/US/DIR/CVO	MOS(C&IT)/ MOC&IT

8.	Parliament Questions, Assurances & related matters	Asstt./SO/US/DIR/CVO /Secretary (T)*	MOS(C&IT)/ MOC&IT
9.	Court cases/legal matters⁴.		
9a	Preparation of para-wise comments, counter affidavit filing, reply to affidavit	AD/US/DIR.	CVO
9b	Implementation of CAT/Court order	AD/US/DIR/CVO/ Secretary (T)**	MOS(C&IT)/ MOC&IT
10.	Issue of vigilance clearance	Asstt./SO/US/DIR	CVO
11.	Ratification of penalty affecting pension of absorbed officers ²	SO /US/Dir/CVO	MOS(C&IT) / MOC&IT

Note :

1. The composite cases are to be dealt as per highest ranked DoT officer (Non-absorbed). The CVC advice is required only in case of Gr.A officers and Board level officers, including CMD.
2. In case of any variation in advice of CVO and decision of the disciplinary authority, the matter will be brought to the notice of Secretary (T).
3. Only in cases when the action proposed by PSU in case of composite case is different from the first stage advice of CVC.
4. Inputs will be taken from cadre controlling authorities and the legal Adviser.

* For Starred Questions

** For Group "A" cases.

V UNIT

ADDITIONAL SECRETARY (T)

1. Divisional Head - Joint Secretary (T)

Section : RESTRUCTURING

Sl No.	Item of work dealt with	Channel of submission	Level of final disposal
1.	<p>Administration of TRAI Act and other administrative matters relating to TRAI and TDSAT;</p> <p>(a) Framing of Rules under the Act.</p> <p>(b) Laying of Rules under the Act.</p> <p>(c) Laying of Annual Report of TRAI</p> <p>(d) Administration of TRAI Act</p> <p>(e) Creation of posts of TDSAT</p> <p>(f) Other matters relating to above in respect of TRAI/TDSAT</p>	<p>SO/US(R)/Dir(RB)/JS(T)/AS(T)/Secy.(T)</p> <p>SO/US (R)/Dir(RB)/JS(T)/AS(T)/Secy.(T)</p> <p>SO/US@/Dir(RB)/JS(T)/AS(T)/Secretary(T)</p> <p>SO/US(R)/Dir(RB)/JS(T)/AS(T)/Secy.(T)</p> <p>SO/US(R)/Dir(RB)/JS(T)/AS(T)/Secy.(T)</p> <p>SO/US@/Dir(RB)/JS(T)/AS(T)/Secretary(T)</p>	<p>MOC&IT</p> <p>MOC&IT</p> <p>MOC&IT</p> <p>MOC&IT</p> <p>MOC&IT</p> <p>MOC&IT</p>
2	<p>All matters relating to DoT restructuring, other than those specifically allotted to other Wings, including matters requiring co-ordination for monitoring implementation of corporatization / restructuring;</p>	<p>SO/US(R)/Dir(RB)/JS(T)/AS(T)/Secy.(T)</p>	<p>MOC&IT</p>
3	<p>Administrative Cell for the proposed Communications Bill</p>	<p>SO/US(R)/Dir(RB)/JS(T)/AS(T)/Secy.(T)</p>	<p>MOC&IT</p>

4.	All VIP references and all Parliament Questions and other Parliamentary matters relating to above subjects.	SO/US(R)/Dir(RB)/JS(T)/AS(T)/Secy.(T)	MOC&IT
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PSA Section

S. NO.	Item of Work	Channel of Submission	Level of Final Disposal
1.	Appointment / extension / Voluntary Retirement / Removal of Board Level Officers in BSNL & MTNL	US/Dir/JS(T)/AS(T)/Secretary(T)/MOS(C&IT)	MOC&IT
2.	Pay fixation / Release of terms and conditions of appointment	US/Dir(PSA)/Dir.(TPF)	JS(T)
3.	Confirmation	US/Dir/JS(T)/AS(T)	Secretary(T)
4.	Upgradation of scale / post	US/Dir/JS(T)/ AS(T)/Secretary(T)/MOS(C&IT)	MOC&IT
5.	Leave Sanction	US/Dir/JS(T)/AS(T)	Secretary (T)
6.	Submission of monthly / quarterly / Half yearly report	US/Dir	JS(T)
7.	Annual Confidential Reports: i. In respect of CMD ii. In respect of Directors	US/Dir/JS(T)/AS(T)/Secretary(T) US/Dir/JS(T)/AS(T)/Secretary(T)	MOC&IT MOC&IT
8.	Annual Property Return	US/Dir/JS(T)/AS(T)	Secretary(T)
9.	Parliament Questions / Assurances / Minister's VVIP cases	US/Dir/JS(T)/AS(T)/Secretary (T)	MOS(C&IT) or MOC&IT as the case may be
10.	Court Cases	US/Dir	JS(T)

ABSORPTION CELL

S. NO.	Item of Work	Channel of Submission	Level of Final Disposal
1.	All policy matters relating to absorption of Group 'A' officers in BSNL / MTNL	US(AC)/Dir/JS(T)/AS(T)/Secretary(T)/MOS(C&IT)	MOC&IT

2.	All court cases on policy matters relating to absorption of Group 'A' officers in BSNL / MTNL	US (AC) /Dir (PSA)	JS(T)
3.	Other Misc. issues relating to absorption of Group 'A' officers in BSNL / MTNL	US (AC) /Dir (PSA)	JS(T)
4.	Work relating to Consortium of consultants appointed by the Govt. for restructuring of BSNL & MTNL	US (AC) /Dir (PSA)/JS(T) / AS(T)/ Secretary (T)/ MOS(C&IT)	MOC&IT

Policy Cell

SI N	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1.	Parliament matters relating to Rural Telephony, USOF including Parliament Questions/Assurance 1(a) Starred Parliament Questions 1(b) Unstarred Parliament Questions 1(c) Parliamentary Assurances	 SO/AD/US/ Dir(RB)/ JS(T)/AS(T)/Secy.(T) SO/AD/US/ Dir.(RB)/ JS(T)/AS(T) SO/AD/US/ Dir.(RB)/ JS(T)/AS(T)	 MOC&IT MOS(C&IT) MOS(C&IT)
2.	Monthly Statement of pending assurances, Court cases and VIP references of Policy Cell	SO/Dir.(RB)/JS(T)	Secretary (T)
3.	Monthly Statement of pending assurances, to Parliament Section	SO/ Dir(RB)	JS(T)
4.	Court Cases/VIP references related to rural telephony	SO/US/ Dir.(RB)	JS(T)
5.	Making arrangements for the visits of Members/ Officers of Parliament Standing Committee on IT/ Communications for their on the spot study tours to various places	SO/US/ Dir.(RB)	JS(T)
6.	Reply to the paras Parliament Standing Committee on IT/ Communications related to Rural Telephony/ USOFund.	SO/AD/US/ Dir.(RB)/ JS(T)	Secretary(T)

EIP Cell

SI N	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1	Interactions with Business Councils/Industry/ Associations/ India Investment Centre/ Foreign Chamber of Commerce/ NRIs/ other Govt. Bodies concerned with investment promotion.	SO/ DIR(T)/ JS(T)	Secretary (T)
2	Printing of promotional literature (brochure and pamphlets) and its distribution	SO/ DIR(T)/ JS(T)	Secretary (T)
3	All work relating to preparation of DoT Video film on policy initiatives of the Government	SO/ DIR(T)/ JS(T)	Secretary (T)
4	Organisation of Investment related Conference / Seminars.	SO/ DIR(T)/ JS(T)	Secretary (T)
5	Publicity about avenues/scope of investment in Telecom Sector and preparation of posters /translates for national and international exhibition.	SO/ DIR(T)/ JS(T)	Secretary (T)
6	Meetings/Discussions with foreign delegates/ visitors on telecom related matters	SO/ DIR(T)/ JS(T)	Secretary (T)
7	Deputation of officers from DoT for attending National/ International Conferences/ Seminars/ Exhibition related to investment promotion.	SO/ DIR(T)/ JS(T)	Secretary (T)
8	All work related to setting up of India pavilion in international exhibitions and stalls at national exhibitions	SO/ DIR(T)/ JS(T)	Secretary (T)
9	Participation in Republic Day tableaux	SO/ DIR(T)/ JS(T)	Secretary (T)
10	India Telecom Series	SO/ DIR(T)/ JS(T)	Secretary (T)
11	Entertaining DoT support for various Telecom exhibitions/Seminars.	SO/ DIR(T)/ JS(T)	Secretary (T)

Policy – I Section

SI N	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1.	All matters related to Broadband	SO/Dir(T)/JS(T)	Secretary (T)
2.	Sharing of Infrastructure	SO/Dir(T)/JS(T)	Secretary (T)

3.	Telecom Centre of Excellence(TCOE), TCOE Coordination Centre, Governing Council and Industry & Academic Coordinators' Meetings	SO/Dir(T)/JS(T)	Secretary (T)
4.	National Telecom Policy	SO/DS(Policy)/JS(T)	Secretary (T)
5.	Monthly report on Bharat Nirman & Infrastructure	SO/Dir(T)/JS(T)	Secretary (T)
6.	Subscription to CMIE I-Cube Services	SO/Dir(T)/JS(T)	Secretary (T)
7.	Indo-British Telecom Forum	SO/Dir(T)/JS(T)	Secretary (T)
8.	Parliament Questions/Assurances and other Parliamentary matters relating to the above subjects.	SO/DS(P) or Dir(T)/JS(T)	Secretary (T)

Telecom Commission Office Section : T.C.O.

Sl. No	Item of work	Channel of Submission	Level of final disposal
1.	Circulation of Agenda, Action Taken Statement and Official Briefs for TC meetings	SO/US/DS(Policy)	JS(T)/AS(T)
2.	Conducting meeting of Telecom Commission	SO/US/DS(Policy)	JS(T)/AS(T)
3.	Conducting meeting of Group of Advisers	SO/US/DS(Policy)	JS(T)/AS(T)/ Secretary(T)
4.	Other Misc.functions of Telecom Commission	SO/US//DS(Policy)	JS(T)/AS(T)

PSU Unit (BSNL / MTNL)

S. No.	Item of Work	Channel of Submission	Lrvel of Final Disposal
1.	All matters concerned with BSNL	SO/US / Dir (PSU-I)/JS(T) / AS(T)	Chairman (TC) & Secreary (T)
2.	Parliament Questions / Assurances relating to BSNL	SO/US / Dir (PSU-I) /JS(T) / AS(T)/ Secy.(T)	MOS(C&IT) MOC&IT
3.	All matters concerned with MTNL	US / Dir (T)/JS(T) / AS(T)	Secretary (T)
4.	Parliament Questions / Assurances relating to MTNL	US / Dir (T)/JS(T) / AS(T)/ Secy.(T)	MOS(C&IT) MOC&IT

INVESTMENT POLICY CELL

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

2. Divisional Head: Joint Secretary (A)

Admn. I Section

Sl no	Item of work	Channel of submission	Level of final disposal
1.	Appointment/Promotion/Confirmation/Resignation:- (i) Group 'A' (ii) Group 'B' (iii) Group 'C'	US/DS/JS/AS/Secretary US/DS/JS US	MOC&IT AS* DS/Dir
2.	Deputation/Transfer (i) Group 'A' (a) JS and above. (b) Upto DS/Dir. (ii) Group 'B' (iii) Group 'C'	US/DS/JS/AS/Secretary US/DS/JS US/DS/or Dir. US	MOC&IT AS JS DS/Dir
3.	Reporting of Vacancies in CSS(Assistant &SO) CSCS	US/DS US	JS DS/Dir.
4.	Issue of Seniority Lists in CSS(Asstt. & SO) CSCS	US SO	DS/Dir US
5.	Posting/Transfers (i) JS and above (ii) Dir/DS & equivalent (iii) All Group 'A' officers below Dir/DS (iv) All Group 'B' & 'C'	US/DS/JS/AS/Secretary US/DS/JS/AS US/DS US	MOC&IT Secretary JS DS/Dir
6.	Leave encashment/Insurance Payment on Superannuation For all officer under Admn.I Section. CCL/Commuted Leave	SO SO/US	US DS/Dir
7.	Forwarding of Applications (i) Group 'A' and 'B' (Gazetted) (ii) Group 'B' (Non-gazetted) and Group 'C'	US/DS SO/US	JS DS
8.	Conduct Rules Cases (i) Secretary/Member(TC) (ii) AS/JS and equivalent (iii) Up to Dir/DS (iv) Group 'B' Group 'C'	US/DS/JS/AS US/DS/JS/AS US/DS/JS US/DS US	MOC&IT Secretary AS JS DS/Dir
9.	Court cases	US/ DS	JS/ AS
10.	Parliament Questions	US/ DS/JS/AS/Secy.	MOS(C&IT)/ MOC&IT
11.	No objection certificate for going abroad : (i) JS and above	US/DS/JS	AS/Secretary

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

*Under delegation of power

Admn. II Section

S. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1	Appointment/Promotion/Confirmation/Resignation (i) Group 'A' (ii) Group 'B' (iii) Group 'C'	US/DS/JS/AS/Secretary US/DS/JS US	MOC&IT AS* DS/Director
2	Deputation/Transfer (i) Group 'A' (a) JS & above (b) Upto DS/Dir level (ii) Group 'B' (iii) Group 'C'	US/DS/JS/AS US/DS/JS US/DS/Dir. US	MOC&IT AS JS DS/Dir
3	Reporting of vacancies in CSSS (PA & PS) Steno Grade 'D'	US/DS US	JS DS/Dir.
4	Issue of Seniority Lists in CSSS (PA & PS) Steno Grade 'D'	US SO	DS/Dir. US
5.	Posting / Transfers (i) JS & above (ii) Dir/DS & equivalent (iii) All Group "A" Officers below Dir/DS (iv) All Group 'B' & 'C'	US/DS/JS/AS/Secretary US /DS/JS/AS US/DS US	MOC&IT Secretary JS DS/Dir.

6.	Grant of Leave / Leave encashment / Insurance Payment on Superannuation For all officer under Admn. II Section CCL / Comm. Leave	SO SO/US	US DS/Dir
7.	Forwarding of Applications (i) Group 'A' and 'B' Gazetted. (ii) Group 'B' (Non-gazetted) and Group 'C'	US/DS SO/US	JS DS
8.	Conduct Rules Cases (i) AS/JS and equivalent (ii) Dir/DS (iii) Group 'A' below DS level (iv) Group 'B' (v) Group 'C'	US/DS/JS/AS US/DS/JS US/DS US/DS US	Secretary AS JS JS DS/Dir
9.	Court Cases	US/DS	JS /AS
10.	Parliament Questions	US/DS/JS/AS/Secretary	MOS(C&IT)/ MOC&IT
11.	No Objection Certificate for going abroad (i) JS and above (ii) Group 'B' (Gazetted) and Group 'A' upto Director (iii) Non-Gazetted (Group 'B' & 'C')	US/DS/JS US/DS US	AS/Secretary JS DS/Dir.
12.	Miscellaneous Items i) Pay Fixation (a) Dir/DS and above (b) US and equivalent (c) Group 'B' & 'C' ii) Change of Home Town for claiming LTC iii) Monthly Returns of ACC iv) Nomination / Deputation for participation in various mandatory cadre Training Programmes a) JS and above b) All other officers and staff subject to the recommendations of concerned Divisional Head / Controlling Officer	US/DS US SO US/DS SO US/DS/JS/AS US / DS	JS DS/Dir. US JS US Secretary JS
13.	JCM Matters	SO/US/DS/JS/AS	Secretary
14.	Screening Committee	SO/US/DS/JS/ AS	Secretary
15.	Matters pertaining to absorption in BSNL / relating to CSS and CSSS	SO/US/DS/JS/AS	Secretary

Admn. III Section

S.N o.	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1	Appointment/Promotion/Confirmation/ Resignation a) Group 'C' b) Group 'D'	US SO	DS/Dir. US
2	Transfer /Posting a) Group 'C' & 'D'	SO	US
3	Issue of seniority list Group 'C' & 'D'	SO	US
4	Grant of Leave Group 'C' & 'D'	SO	US
5	Leave encashment /insurance payment on superannuation Group 'C' & 'D'	SO	US
6	Forwarding of application Group 'C' Group 'D'	US SO	DS/Dir US
7	Conduct Rule Cases Group 'C' Group 'D'	US SO	DS/Dir. US
8	Court Cases	US/DS	JS
9.	Parliament Questions	US/DS	JS
10	No Objection Certificate for going abroad Group 'C' & 'D'	US/DS	JS
11	Miscellaneous Items a) Pay fixation Gr. C & D Change of Home Town for claiming LTC	SO US/DS	US JS
12	Framing/ amendment of Recruitment Rules Group 'C' & 'D'	US/DS	JS
13	Deputation Group 'C' Group 'D'	US SO	DS/Dir. US
14	Review Cases under FR 56 (j) / Appeal against decision of the review committee Group 'D' Group 'C' Group 'B' (non-gazetted) Group 'D' (Gazetted) Group 'A'	US/DS US/DS US/DS US/DS/JS/AS US/DS/JS/AS	JS JS JS MOS(C&IT) MOC&IT
15	Disciplinary cases of non-gazetted officers of cadres being dealt by Admn. Branch: i) Group 'D' ii)Group 'C' iii)Group 'B' (Non-Gazetted)	SO US UD/DS/JS	US DS Secy.(T) /MOS(C&IT)- in cases where President is appointing authority.
16	Appeal cases of non-gazetted officers of cadres being		

	Dealt by Admn. Branch. i) Group 'D' ii) Group 'C' iii) Group 'B' (Non-gazetted)	SO/US SO/US/DS US/DS/JS/Secy.	DS JS MOS(C&IT) /MOC&IT – In cases where President is appointing authority.
17	Maintenance and Review of APARs i) Group 'C' ii) Group 'B' (Non-gazetted) iii) Group 'B' (Gazetted) iv) Group 'A' - [a] US [b] DS/Dir. [c] JS	SO/US SO/US US/DS DS/JS JS/AS/Secy. AS/Secy.	DS/Dir DS/Dir JS AS MOC&IT MOC&IT/ Referral Board(DOP&T)
18	Compassionate Appointment	SO/US/DS	JS/Secy.(in case of special type of cases).

Admn. IV Section'

S. N	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1	INTEREST BEARING ADVANCES House Building Advance : a) Up to JAG level b) SAG and above c) Waiver of penal interest in all cases Motor Car/ Computer/ Scooter Advance a) As per entitlement b) Relaxation of eligibility NON-INTEREST BEARING ADVANCES : Festival Advance/Cycle Advance All cases Leave Salary Advance All cases	SO/US SO/US/DS SO/US/DS SO/US SO/US/DS/JS/AS SO SO	DS JS JS DS Secretary SO US
2	Travelling Allowances/ Transfer TA as per entitlement : a) Advances/Transfer TA Advance b) Settlement of claims Non-gazetted Gr. B Gazetted ADG/US and above c) Air travel for non entitled officer	SO SO SO SO SO/US/DS/JS/AS	SO/US US US Off. concerned being their own contr. Officer JS(A) is competent to condone shortcoming Secretary

3	MEDICAL CLAIMS (Non-CGHS) a) Group 'D', 'C' & 'B' b) Group 'A' c) Relaxation cases d) Permission for treatment/diagnostic tests	SO SO/US SO/US/DS SO	US DS JS SO
4	LEAVE TRAVEL CONCESSION a) Advances b) Settlement of claims Non-Gazetted Group ~B' Gazetted ADG/US and above	SO SO SO SO	SO US US Officer concerned being their own controlling officer. JS(A) is competent to condone shortcoming.
5	GPF (Advances, Final withdrawals) a) Sanction up to permissible limit b) Relaxation for more than 75% for all	SO SO/US/DS/JS/AS	US Secretary
6	Reimbursement of tuition fee	SO	US
7	Parliament Questions/VIP Cases	SO/US/DS/JS/AS/Secy.	MOS(C&IT) /MOC&IT
8	RTI matters	SO/US	DS/DIR & CPIO
9	RTI – Appeals	SO/US	JS/Appellate Authority.
10	Change of place of visit of LTC	SO	US
11	Payment of legal fees of Govt. Counsels, Courtfee and other Misc. Expenses.	SO/US/DS	JS
12	Honorarium cases	US/DS	JS

Official Language Section

Sl No	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1.	Implementation of OL Acts and Rule	SO/ DD (OL)/ Dir(OL)	JS(A)
2	Incentives awards etc.	SO/ DD (OL)	Dir(OL)
3	Sanction for purchase of Hindi Books by circle office	SO/ DD (OL)	Dir(OL)
4	Monitoring of the meetings of official Language	SO/ DD (OL)	Dir(OL)

	Implementation Committee		
5	Organisation and follow up of Hindi Advisory Committee meeting of the Sanchar Mantralaya	Dir(OL)/ JS(A)/ AS	MOC&IT
6	Arranging visits/inspection/ Followup on assurance of Committee of Parliament on O.L.	SO/ DD (OL)	DIR(OL)
7	Hindi Training Programme	SO/ DD (OL)	DIR(OL)
8	Annual Programmes regarding progressive use of Hindi	SO/ DD (OL)	DIR(OL)
9	Matter concerning Hindi Telephone Directory and Hindi Videsh Sewa	SO/ DD (OL)	DIR(OL)
10	Monitoring of quarterly, half yearly and other reports	SO/ DD (OL)	DIR(OL)
11	Inspection of field offices	SO/ DD (OL)	DIR(OL)
12	Review of quarterly progress report of various circles and undertaking regarding use of Hindi for official purposes	SO/ DD (OL)	DIR(OL)
13	Department of Official Language. Implementation Committee.	SO / DD (OL) / DIR (OL)	JS(A)
14	Organisation of Hindi Workshop	SO/ DD(OL)	DIR(OL)

N.B. SO may be read as AD if any item is dealt with by AD instead of S.O. as an internal arrangement of O.L. Section.

Section : Hindi Translation I Section

SI No	ITEM OF WORK	CHANNEL SUBMISSION	OF	LEVEL OF FINAL DISPOSAL
1	Documents under Section 3(3) of OL Act	AD(OL)/DD(OL)		DIR(OL)

Section : Hindi Translation II Section

SI No.	ITEM OF WORK	CHANNEL SUBMISSION	OF	LEVEL OF FINAL DISPOSAL
1	Other documents	AD(OL)/ DD(OL)		DIR(OL)

3. Divisional Head - DDG(C&A)

I. DIRECTOR(C&A)

O&M Section

Sl. No	Item of work	Channel of Submission	Level of final disposal
1.	Implementation of various provisions of Manual of Office Procedure	SO/US(C&A)	Dir(Coord)
2.	Settlement of disputed receipts	SO/ US(C&A)	Dir (Coord)
3.	Reference from Deptt. of AR&PG on O&M matters	SO/US(C&A)/Dir	DDG (C&A)
4.	Co-coordinating O&M inspections of Sections in the Telecom Directorate	SO/US/Dir	DDG(C&A)
5.	Preparation and updating of organisation chart of the Directorate	SO/ US(C&A)/ Dir(Coord)	DDG(C&A)/ AS(T)
6.	Issuing amendments to the work distribution list of various sections of the Directorate	SO/ US(C&A)/ Dir(Coord)	DDG(C&A)
7.	Compilation of material for preparation of Monthly Cabinet Summery	Dir(Coord)/ DDG(C&A)/AS(T)	Secy.(T)
8.	Compilation of Monthly report of implementation of decision of the Cabinet (Status)	Dir/DDG(C&A)/ AS(T)	Secy.(T)
9.	Compilation of material of important events to be sent Cabinet Secretariat while honorable Prime Minister is on tour abroad	Dir(Coord)/DDG (C&A)	AS(T)/Secy.(T)
10.	Coordination of collection and compilation of information received by public, Ministries and other offices from different sections except those relation to Parliament Assurance(Acts)	SO/US(C&A)/ Dir.(Coord)	DDG(C&A)
11.	Monitoring of all VIP references	SO/US(C&A)/ DS(Coord)	DDG(C&A)/AS(T)
12.	Matter relating to Election Commission for Lok Sabha/ MCD elections- Deputing of Polling parties	SO/US(C&A)/Dir (Coord.)	DDG(C&A)
13.	Women harassment	SO/US(C&A)/Dir(Coord.)	DDG(C&A)

14.	Induction material	SO/US(C&A)/Dir (Coord.)	DDG(C&A)/ AS(T)/Secy.(T)
15.	Award schemes	SO/US(C&A)/DS(Coord.)	DDG(C&A)
16.	List of precedence of dignitaries	SO/US(C&A)/Dir (Coord.)	DDG(C&A)/ AS(T)
17.	Result of special drive	SO/US(C&A)/Dir (Coord.)	DDG(C&A)
18.	Compliance of O&M activities	SO/US(C&A)/Dir (Coord.)	DDG(C&A)

RTI Section

Sl No	Item of work	Channel of submission	Level of final disposal
1.	Disposal by way of transferring applications addressed to CPIO, DoT without mentioning the name of designated CPIOs.	SO/US(C&A)	Dir(Coord.)
2.	RTI MIS matter with DoPT/NIC	SO/US(C&A)	Dir(Coord.)
3.	Circulation of guidelines issued by DoP&T/CIC	SO/US(C&A)	Dir(Coord.)
4.	RTI Annual/Monthly return to be submitted online in the website of CIC in respect of DoT/ PSUs and other bodies under DoT	SO/US(C&A)/ Dir(Coord.)	DDG(C&A)
5.	Compilation/Submission of information/data relating to RTI applications for inclusion in the Annual Report of DoT	SO/US(C&A)/ Dir(Coord.)	DDG(C&A)
6.	Time to time finalization/ regular updation of CPIOs/Appellate Authority and work allocation etc	SO/US(C&A)/ Dir.(Coord.)	DDG(C&A)
7.	Disposal of first appeal addressed to the First Appellate Authority	SO/US(C&A)/ Dir(Coord.)	DDG(C&A)
8.	All matter concerning CIC except second appeals	SO/US(C&A)/ Dir.(Coord.)	DDG(C&A)
9.	Disputes with regard to acceptance of applications by initial referee CPIO, DoT due to non-clarity of subject matter.	SO/US(C&A)/ DS(Coord.)/ DDG(C&A)	JS(A)

II. DIRECTOR(PARLIAMENT)

GENERAL-1 Section

SI No.	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1.	Accommodation for office in the Dte Building	SO/US(T)/Dir(T)	DDG(C&A)/AS(T)
2.	Accommodation for staff residence -- forwarding of application to Estate office and all work connected thereto.	SO	SO
3.	Duplicating machines, Calculating machines, Typewriters, Photocopying machine supply and maintenance there of.	SO/US(T)	Dir(P)/ DDG(C&A)
4.	Uniforms, Cycles and liveries for eligible Group 'C' and 'D' Employees-supply of	SO/US(T)	Dir.(P)/ DDG(C&A)
5.	Furniture items including brief cases-supply and maintenance of	SO/US(T)	Dir(P)
6.	Rubber stamps and name plates	SO/US(T)	Dir(P)
7.	Issue of Identity cards	SO/US(T)	Dir.(P)/ DDG(C&A)
8.	Civil & Electrical maintenance issue of administrative approval and expenditure sanction there of.	SO/US(T)	Dir.(P)/ DDG(C&A)/AS(T)
9.	Regular Mazdoor- Deployment of	SO	US(T)
10.	Stationery supply, maintenance of stationery, godown and issue of stationery items.	SO	US(T)
11.	Contingency expenditure (recurring and non-recurring) viz, crockery, preparations of banners, meeting boards-supply etc.	SO/US(T)	Dir.(P)/ DDG(C&A)/AS(T)
12.	Binding of official records of DOT HQ.	SO/US(T)	Dir(P)/ DDG(C&A)
13.	Disposal of office sweeping, newspapers and megazines.	SO/US(T)	Dir(P)/ DDG(C&A)
14.	S.O.(G-1) designated as Dy.Security Officer for Sanchar Bhavan.	SO/US(T)	Dir(T)/ DDG(C&A)

General – II Section

S No.	ITEM OF WORK	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1.	Arrangement for refreshment etc. for different meetings / conferences held in TC(HQ) by Chairman (TC)/ MOS(C)/ MOC	SO/US(T)	DDG(C&A)
2.	a) Translation of letters received in regional languages b) Settlement of Honoraria thereafter	SO SO/US(T)/ Dir.(Parl)	US(T) DDG(C&A)
3.	Holding of condolence meeting	SO	US(T)
4.	a) Arrangement for meetings such as booking of Board Room/ Conference Hall and drinking water arrangement etc. b) Settlement of Credit bills & serving of refreshment etc.	SO SO/ US(T)/ Dir(Parl)	SO DDG(C&A)/ AS(T)
5.	CGHS : a) Preparation and issue of cards b) Modification in CGHS card c) Exemption of monthly contrib. d) Medical reimbursement for CGHS beneficiaries e) Permission of treatment in CGHS recognised hospitals f) Grant of medical advance	SO SO SO SO/ US(T)/ Dir(Parl.) - do - - do -	SO SO US(T) DDG(C&A) DDG(C&A) DDG(C&A)/Fin.
7.	Welfare : a) Financial assistance from Telecom Staff Welfare Fund and purchase of gifts/mementos for retiring Officers/Officials b) Sanction of financial assistance to staff of Telecom Dte. e.g. award of scholarships assistance in the case of prolonged illness/death. c) Clarification cases concerning welfare, staff amenities, recreation facility	SO(G-II)/ US (T)/ Welfare Officer. - do - - do -	DDG(C&A)/ AS(T) - do - - do -
8.	Sports Financial assistance from Telecom Sports Fund for participation in National and International sports meets, diet money, sports kits etc.	SO(G-II)/Welfare Officer / US (T) / Dir. (Parl)	DDG(C&A)/ AS(T)/ Secretary (T)

PARLIAMENT SECTION

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

Library Section

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

Central Registry Section : CR

Sl No.	ITEM OF WORK	CHANNEL SUBMISSION	OF	LEVEL OF FINAL DISPOSAL
1.	Suit Notices, Summons- Forwarding to Circle Office	SO(CR)		US(CR)
2.	Central Registry and Issue Cell.	SO(CR)		US(CR)
3.	Staff Car Booking etc.	SO(CR)		SO(CR)
4	a) Staff car maintenance & repair b) Settlement of repair bill/Taxi bills c) Settlement of petrol bills d) Court cases on above subjects	US(CR) SO/US(CR)/ Dir(P) SO/US(CR)/Dir(P) SO/US(CR)/ Dir(P)		Dir(P) DDG (C&A) DDG(C&A) DDG(C&A)/LA

Protocol Cell

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

PP Unit

Sl. NO	Item of work	Channel of Submission	Level of final disposal
A	PUBLICITY		
1.	Planning, Budgeting and executing all paid publicity and public relation jobs.	SO/US(T)/Dir.(P)	DDG(C&A)
2.	Conducting Publicity campaigns through advertisement, films on publicity and public relations	SO/US(T)/Dir(P)	DDG(C&A)
3.	Advertising /Execution of approved SCRIPT of respective Division and DISPLAY of advertisement campaigns through Newspapers and Journal etc through DAVP.	SO/US(T)/Dir(P)	DDGH(C&A)
4.	Arrangements for Press Conferences. All other ancillary work relating to Press Conference[Refreshment, Transport & Logistics]	SO/US(T)/Dir(P)	DDG(C&A)/AS(T)
5.	Facilitating expeditious disposal of cases of Newspapers payment brought to notice.	SO/US(T)/Dir(P)	DDG(C&A)
6.	Release of payment in respect of orders, designs of the advertisement, message, distribution pattern, mode of payment etc.	SO/US(T)/Dir(P)	DDG(C&A)

7..	Policy matters regarding publicity & Printing including reference to other concerned Departments/ Ministries.	SO(G.I)/ Dir.(Parl.)/ DDG(C&A)	AS(T)
B.	PUBLICATION		
8.	Printing of DOT's Publications, manuals, D.O.envelops, Pads and other stationery items	SO/US(T)	Dir.(Parl.)/ DDG(C&A)
9.	Making arrangements for printing, planning for each issue of the Journal, Production of the House Journal of DOT through various stages.	SO/US(T)/Dir.(P)	DDG(C&A)
10.	Entering into correspondence with Authors/ Contributors of House Journal.	SO/US(T)	Dir.(Parl)
11.	Procuring photographs rearranging design and layout	SO/US(T)/Dir(P)/ DDG(C&A)	AS(T)
12.	Arranging payment of honorarium to contributors, photographers, artists of the House Journal	SO/US(T)/Dir(P)	DDG(C&A)
13.	Checking bills for printing, photographic and cartoons and arranging payments through Cash Section	SO/US(T)	Dir.(P)
14.	Correspondence with the printers for entire printing work of DoT (HQ)	SO/US(T)	Dir.(P)
15.	Inviting Tenders/quotations for printing jobs etc. of DoT (HQ)	SO/US(T)	Dir.(P)
16.	Installation of UNI./PTI Scanners for Ministers / CH(TC)	SO/US(T)/SDE (Elct.)	Dir.(P)

Director (IT)

S. No.	Item of Work	Channel of Submission	Level of Final Disposal
1.	Computerisation of DoT including Ministry's website.	ADG /Dir.	DDG (C&A)
2.	Rule 145 Consumables /Non-consumables upto limit of Rs. 15,000/-	ADG/Dir.	DDG (C&A)
3.	Rule 146 Purchase of Consumables / Non-consumables through local purchase Committee (3 ADGs) Rs.15,000/- but less than Rs. 1 lac. - 1 & 2 One lakh on each occasion with annual limit of Rs. 10 lacs.	ADG/Dir. ADG/ Dir (IT)	DDG (C&A) DDG (C&A)
4.	Purchase through DGS&D Rate contract Channel of Submission (Rs. 5 lac. On occasion Annual limit of Rs. 10 lacs)	ADG/Dir./DDG (C&A)	AS (T)
5.	Tenders in accordance with Rule 150 (limit) Rule 151 (Advertised tender /open Rs. 25 lacs)	ADG/Dir.	DDG (C&A)
	a) Rs. 5 lac		DDG (C&A)
	b) Rs. 5 lac but less than Rs. 10 lacs.	ADG/Dir. /DDG (C&A)	AS(T) approves without consultation of Finance Wing
	c) Rs. 10 lacs & less than Rs. 25 lacs.	ADG/Dir. /DDG (C&A) (limited tender enquiry through DDG(C&A) with financial concurrence.	AS(T)
	d) Rs. 25 lacs	ADG/Dir./DDG(C&A)/ AS(T)	Secretary(T)
	e) Single Tender Enquiry, AMC Files (Bills Quarterly)	ADG	DDG (C&A)

4. Divisional Head : LEGAL ADVISER

Section : Legal Cell

Sl. No.	Item of work	Channel of Submission	Level of Final Disposal
1.	Issue of instructions regarding handling of Court cases	SO/LA	Member (S) / Chairman (TC)
2.	Advice on Legislation including subordinate legislation, policy matters referred by MoS (C & IT) or MOC&IT	LA	Member (S) / Chairman (TC)
3.	Meeting of FAG(Legal)	S.O. / ALA / LA	AS(T)
4.	Advice on Litigation matters	ALA	LA
5.	Routine administrative or other related matters	S.O.	L.A.
6.	Advice on service matters	ALA	L.A.
7.	Advice on Contract matters	ALA	L.A.
8.	Vetting of Affidavits filed before court or Tribunal	ALA	L.A.
9.	Routine references received from Circles / Field Units / Division of TC (HQ)	S.O.	L.A.

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

VI UNIT ADMINISTRATOR USO FUND

Divisional Head : DDG(BB)

USOF Section (BB UNIT)

S. No.	Functions	Channel of submission	Level of final disposal
1.	Formulating the schemes to facilitate the operators, e.g. Rural Broadband scheme, strengthening the rural optical fibre infrastructure scheme, etc. & their approval	ADG/Dir/DDG(BB)/ Administrator, USOF/Secy. (T)	MOC & IT
2.	Preparation of tender documents for each scheme & processing & approval of the same.	ADG/Dir/DDG(BB)/ Administrator, USOF/ Secy. (T)	MOC & IT
3.	Coordination with operators/ state govt. agencies/user agencies like MHRD/MHA/DIT/RD, etc., as well as DoT wings i.e. WPC/Licensing & Field units etc.	ADG/Dir/DDG(BB)	Administrator, USOF
4.	Collection of data, validation of data, preparation of master data & generation of the reports for various schemes of USOF.	ADG/Dir/DDG(BB)	Administrator, USOF
5.	Establishment of Control Room at Sanchar Bhawan for on-line monitoring, & Master database creation.	ADG/Dir/DDG(BB)	Administrator, USOF
6.	Parliament Questions / Minister Cases /MP Cases	ADG/Dir/DDG(BB)	Administrator, USOF
7.	Standing committees/ Estimate committees/ Consultative committees/ Demand for Grants committee/ RTI cases & audit cases	ADG/Dir/DDG(BB)	Administrator, USOF
8.	USOF activities on the DoT website.	ADG/Dir/DDG(BB)	Administrator, USOF

Jt. Administrator USO Fund (Finance)

S. No.	Item of work	Channel of submission	Level of final disposal
1.	Authorisation of fund to CCAs/Jt.CCAs for payment of subsidy toUSPs	Accounts Officer/ Asstt. Administrator (F)	Dy. Administrator(F)
2.	Preparation of monthly statements of payment of subsidy to USPs – During the month – During the year	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator,U SOF
3.	Statements of pending subsidy claims – (i) Monthly (ii) Quarterly and Annually	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Joint Administrator (F) Administrator (USOF)
4.	Accounting and re-conciliation with reference to booked figures	Accounts Officer/ Asstt.Administrator(F)	Dy. Administrator(F)
5.	(i) Intimation of subsidy claims preferred by USPs – through CCA offices – Quarterly (ii) Condonation of delays in submission of claims	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Joint Administrator (F) Administrator (USOF)
6.	Issues related to e-submission of claims (i)Routine matters (ii)Policy matter	Accounts Officer/ Asstt.Administrator (F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Joint Administrator (F)	Dy. Administrator(F) Administrator (USOF)
7.	General Entries for transfer of funds to reserve fund	Accounts Officer/ Asstt.Administrator(F)	Dy. Administrator(F)
8.	Generation of various reports/data/statements, verification etc,	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)	Joint Administrator (F)
9	Issues related to PBGs/EMBG	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)	Joint Administrator (F)(routine matters) Administrator , USOF.

			(In policy matters)
10.	Examination of Inspection reports/visit reports/ verification. reports etc. received from CCAs/Jt.CCAs (i) Issues involving policy matters (ii) Others	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)	Administrator,U SOF Joint Administrator (F)
11.	Clarification sought by field units:- (i) Policy matters/ Interpretation of Agreement (ii)Others. (iii) Matter already clarified.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Accounts Officer/ Asstt.Administrator (F)	Administrator,U SOF Joint Administrator (F) Dy. Administrator(F)
12.	(i)Amendment in the Agreements/other matters approved/decided by Tech. branch of USOF. (ii) Amendment to financial terms of Agreements	Accounts Officer/ Asstt.Administrator(F) Asst. Administrator(F) Dy. Administrator(F)/Joint Administrator (F)	Dy Administrator, USOF Administrator(U SOF)
13.	(i)Reply to PMO office, Parliamentary Committees, Standing Committees on financial matters, ATNs: etc. (ii)Routine matter.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F) Accounts Officer/ Asstt.Administrator (F)	Administrator, USOF. Dy. Administrator(F)
14.	Inputs to Parliament Questions	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator (USOF)
15.	(a)Preparation of RE/BE, Performance Budget, Outcome Budget, Gender Budget.etc. (c) Coordination with DOT HQ, PMO, Planning Commission, MoF regarding Balances available in and utilisation of USO Fund	AO/Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F) -do-	Administrator (USOF)
16	Other budget related matters, Final Grant, Supplementary Grants etc.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)	Joint Administrator (F)
17.	Reply to Inspection Memos issued during performance audit.	Accounts Officer/ Asstt.Administrator (F)	Dy. Administrator(F)

18.	Action taken note on report of performance audit.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator (USOF)
19.	Examination of issues raised during performance audit of CCA offices (Routine matter). Issues involving interpretation of Agreement/Rules	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Joint Administrator (F) Administrator(U SOF)
20.	Settlement of claims of consultant's like NCAER, ICRA, NIC under Head PP&SS and any expenditure under the head 'OE'.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator (USOF)
21.	Submission of Monthly Expenditure statements.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator (USOF)
22.	Submission and Examination of Auditors' Certificate of USPs received from CCAs.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F) Joint Administrator (F)	Administrator (USOF)
23.	O & M Activities	Accounts Officer/ Asstt.Administrator(F)/	Dy. Administrator(F)
24.	Staff matters. (i) Requirement of additional staff. (ii) Sanction of leave, Nomination for training at ALTC and other staff matter. JA (F) DA(F) AA(F) AO(F)	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F) Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)	Administrator (USOF) Administrator (USOF) Joint Administrator (F) Dy. Administrator (F) Asstt.Administr ator (F)
25.	Preservation period of records,review and weeding out of old files etc.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator (USOF)
26.	Supply of information in regard to updating of Accounting Manual.	Accounts Officer/ Asstt.Administrator(F)	Dy. Administrator(F)
27.	Supply of information on Manual of Office Procedure.	Accounts Officer/ Asstt.Administrator(F)/ Dy. Administrator(F)/	Joint Administrator (F)

28.	Allocation of work among various officers of USOF.	Accounts Officer/ Asstt. Administrator(F)/ Dy. Administrator(F)/	Joint Administrator (F)
29.	Submission of Reports relating to Hindi Raj Bhasa.	Accounts Officer/ Asstt. Administrator(F)/ Dy. Administrator(F)/	Joint Administrator (F)
30.	Finance Advise on Scheme Formulation and Design; subsidy modelling and benchmarking; tendering and bid evaluation; USOF Agreement formulation.	Astt. Administrator (F)/ Dy. Administrator(F)/ Joint Administrator (F)/	Administrator (USOF)
31.	Interaction with and analysis of reports submitted by financial consultants.	Accounts Officer/ Asstt. Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)	Administrator, USOF
32.	Updating of Website	Accounts Officer/Asstt. Administrator(F)/ Dy. Administrator(F)	Jt. Administrator(F)
33.	Finance Advise and Inputs on all Policy matters	Astt. Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)/	Administrator, USOF
34.	Finance Advise regarding Interpretation and Amendment of USOF Rules	Astt. Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)/	Administrator, USOF
35.	Interface with USPs and stakeholders on financial matters of USOF	Astt. Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)/	Administrator, USOF
36.	Interface with international organizations on financial matters of USOF	Astt. Administrator(F)/ Dy. Administrator(F)/ Joint Administrator (F)/	Administrator, USOF

Jt Administrator USOF Technical Section

Sl No	Item of work	Channel of Submission	Level of Final disposal
1	Amendments in USOF Policy/Act/ Rules as required from time to time	Dir/JA(T)/JA(F)/ Administrator/ Member/Secretary	MOC&IT
2	Approval of various USOF Schemes	ADG/Dir/JA(T)/ JA(F)/Administrator/ Member/Secretary	MOC&IT
3	Approval of Tender Documents and Agreements	ADG/Dir/JA(T)/ JA(F)/Administrator/ Member/Secretary	MOC&IT
4	Issuance of Notice Inviting Tender and EOIs	ADG/Dir/JA(T) / JA(F)	Administrator
5	Issuance of clarifications and modifications to the tender	ADG/DA(T)/JA(T)/ JA(F)/ Administrator	Secretary(T)
6	Evaluation of bids and signing of agreements	ADG/Dir/JA(T)/JA(F)	Administrator
7	Signing of MoU/ agreement	ADG/Dir/JA(T)/ JA(F)	Administrator
8	Post amendment /Modification in the Agreement signed	ADG/Dir/JA(T) / JA(F)	Administrator
9	Coordination with USOF consultants	ADG/Dir/JA(T)	Administrator
10	Monitoring of performance of service providers under various USOF schemes	ADG/Dir/JA(T)	JA(T)/Administra tor
11	Preparation of MIS statements	ADG/Dir/JA(T)	JA(T)/Administra tor
12	Preparation of background notes for various meetings	ADG/Dir/JA(T)	JA(T)/Administra tor
13	Preparation of minutes of the coordination meeting with the Service Providers	ADG/Dir/JA(T)	Administrator
14	Approval for the relocation/addition/ deletion of tower sites	ADG/Dir/JA(T)	JA(T)/Administra tor
15	Material for Parliamentary Committees such as standing/Consultative/ Estimate/ Petition etc.	ADG/Dir/JA(T)	Administrator
16	Material for Cabinet Secretariat/ PMO/ Planning Commission/ Finance Ministry	ADG/Dir/JA(T)	JA(T)/Administra tor
17	Inputs for Parliament Questions/ Assurances/ Minister cases/ MP cases	ADG/Dir/JA(T)	JA(T)/Administra tor
18	Preparation for RE-BE/Outcome Budget/ Demand for Grants	ADG/Dir/JA(T)	JA(T)/Administra tor
19	Updating of DoT website for various USOF activities	ADG/Dir/JA(T)	JA(T)
20	Reply to various Audit Paras	ADG/Dir/JA(T)	JA(T)/Administra tor
21	Reply sought under RTI	ADG/Dir/JA(T)	JA(T)/Administra tor
22	Any other activity not covered above	ADG/Dir/JA(T)	JA(T)/Administra tor

