

**No.1-6/1/2025-Law(I)**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Law Division)**

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**Date: January 20, 2024**

**OFFICE MEMORANDUM**

**Subject: Constitution of the HLC for mediation of commercial (non-licensing) disputes under Department of Telecommunications, its Offices and PSUs - reg.**

With the approval of competent authority, a High Level Committee (HLC) is hereby constituted with the following members:

- a) Dr. Justice (Retd.) Sudhir Kumar Jain (former Judge, Delhi High Court);
- b) Sh. Shankar Aggarwal, (former Secretary to the Government of India); and
- c) Smt. Madhu Arora, [former Member (T), DCC, DOT].

**2. Functions of the HLC:**

- i) HLC may scrutinize and authenticate a solution proposed by Government department/ entity/ agency which they have negotiated directly with the other party or parties.
- ii) The HLC can act as a mediator to bring about voluntary resolution of a dispute between the parties by assisting them in reaching a settlement provided that both the parties agree to mediation by the HLC.

**3. The tenure of the HLC members shall be two years from the date of appointment or until further orders, whichever is earlier.**

**4. Payment terms:**

i) The Department of Telecommunications will incur all expenditure on mediation proceedings conducted by the HLC (excluding payment of Mediation Fee for the second party) like provision of office space, expenditure on dedicated expert and secretarial assistance and other incidental expenses.

ii) The Department of Telecommunications shall pay to the HLC members a mediation fee of Rs. 10000/- (Rupees Ten Thousand) per sitting for the Government. Similarly, an equal amount shall be paid directly to the HLC members as mediation fee by the second party. The mediation fee payable by the Department of Telecommunications may be revised from time to time and an amount equal to such revised amount will also be payable by the other party.

iii) In case, the number of sittings of the mediation takes more than 9(nine) sittings, the members of HLC shall not be paid mediation fee for the additional sittings but shall be paid TA/DA and mileage allowances.

iv) The other party (Concessionaire/ Contractor / Consulting Agency) shall pay in advance fee for the next sitting directly to the HLC members 7 (seven) days prior to the next scheduled meeting of the HLC.

v) In addition to the mediation fee, the members of the HLC shall be entitled for reimbursement of TA/DA and mileage allowance, in terms of DoE OM No.19047/1/2016-E.IV dated 14.09.2017 (**copy enclosed**) as applicable to retired Govt. officials/ eminent personalities nominated as non-officials in the Committees/Boards/Panels etc. for each sitting. The TA/DA and mileage allowance entitlement may also be revised from time to time.

5. The venue for mediation shall be the Sanchar Bhawan, 20 Ashoka Road, New Delhi or Mahanagar Doorsanchar Bhawan, Old Minto Road, New Delhi.

6. For the purpose of the functioning of the HLC, the DoT's Scheme of mediation circulated vide No. 1-1/4/2024-Law(I) dated 11.22.2024 (**copy enclosed**) may be referred to.

7. The terms and conditions including the constitution of the HLC may be amended by the competent authority as deemed appropriate from time to time.

This has the approval of competent authority.

**Encl.:** As above.



(Pradeep Kumar Shukla)

Director (Law-I)

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**To:**

1. Dr. Justice (Retd.) Sudhir Kumar Jain (Rd. Judge from Delhi High Court)
2. Sh. Shankar Aggarwal, Rt. I.A.S, 1980 Batch (Rd. Secretary to the Government of India)
3. Smt. Madhu Arora, Rt. ITS, 1988 Batch [Retired as Member (T), DCC, DOT]

**Copy to:**

1. PS to Hon'ble Minister of Communications (MoC)
2. PSO to Secretary (Telecom), Sanchar Bhawan, Department of Telecommunications
3. Member (Technology), DCC, Sanchar Bhawan, Department of Telecommunications
4. Member (Finance), DCC, Sanchar Bhawan, Department of Telecommunications

5. Member (Services), DCC, Sanchar Bhawan, Department of Telecommunications
6. Addl. Secretary (Telecom), Sanchar Bhawan, Department of Telecommunications
7. Administrator (USOF), Sanchar Bhawan, Department of Telecommunications
8. Wireless Advisor, Sanchar Bhawan, Department of Telecommunications
9. CVO, Sanchar Bhawan, Department of Telecommunications
10. DG (T), Department of Telecommunications
11. CGCA, Department of Telecommunications
12. CMD, BSNL/ CMD, MTNL, Bharat Sanchar Bhawan, Janpath, New Delhi
13. DDG (IT)- For Uploading on DoT Website