F. No. 06-02/2023-CS & Protocol
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20 Ashoka Road, New Delhi - 110 001

Dated: 26 .03.2024

OFFICE MEMORANDUM

Sub: Circulation of E-mail IDs of sections under E&T Wing, DoT HQ-regarding.

It has been observed that often communications from Field Units are not received on correct E-mail ID of concerned sections of E&T Wing, DoT. The undersigned is, therefore, directed to circulate the official E-mail IDs of various sections under E&T Wing along with section wise profile as per 'Annexure' enclosed.

It is requested to henceforth forward the correspondence/communications to concerned sections to their E-mail IDs only as per Section's profile.

Encl. / As above

26/03/2024

(Jagai Mandal)
ACAO (SEA-I)
Tel.: 011-2371 6024
E-mail: fin.sparrow.dot@gov.in

To,

1. CGCA, DoT New Delhi.
2. DG, NICF, Ghitorni, New Delhi.
3. Sr. DDG (PAF), DoP HQ, New Delhi-110001
4. All Sr. DDG/ DDGs of Accounts & Finance Wings, DoT HQ.
5. Joint Administrator (F), USOF, DoT Hq
6. All Directors in Accounts &Finance Wings, DoT HQ
7. All Pr. CsCA / CsCA / Joint CsCA (I/c).
8. A.O. (SEA-II) for uploading on DoT Website.
9. Office copy.

Copy for kind information to:-

1. PSO to Member (Finance), DCC, New Delhi
2. PSO to Advisor (Finance), DoT, New Delhi.

Annexure to O.M. No. 06-02/2023-CS & Protocol
dated 26.03.2024

E-mail IDs and Section wise Work Profile

S. No.	Section	E-mail ID and the matters on which communication is invited
1.	SEA-I	**adgsea1.hq-dot@nic.in** **CC to- director.sea-dot@gov.in** 1. Cadre control and Establishment matters in respect of IP&TAFS Group 'A' i.e. Appointment through CSE/Promotion, NFU & NFSG, Recruitment Rules, Cadre Review, Maintenance of Roster Register, Special Foundation Course, Resignation/Technical Resignation . 2. Other service matters in respect of IP&TAFS Group 'A' officers i.e. disciplinary cases, Transfer & postings, preparation and maintenance of Seniority Lists, Stay Particulars and Civil List. 3. Other miscellaneous work e.g. Vigilance clearance for various purposes, permissions under Conduct Rules, Study Leave etc.
2.	SEA-II	**sea2-dot@gov.in** **CC to- director.sea-dot@gov.in** 1. e-HRMS related matters pertaining to officers/officials of Accounts & Finance working in DoT HQ. 2. Service book related matters pertaining to the CGCA, the DG NICF & officers/officials of Accounts & Finance working in DoT HQ/ on deputation from DoT HQ. 3. All Leave related matters in r/o the CGCA, the DG NICF & Accounts and Finance officers/officials of DoT HQ. 4. Leaves in r/o Heads of Field Units (for duration > stipulated number of days) as per delegated powers. 5. CCL in r/o all IP&TAFS Gr. 'A' officers of Field units of DoT. 6. VC in r/o IP&TAFS Gr. 'B' officers of DoT HQ and all field units. 7. Immovable property/Movable property intimations pertaining to officers working in DoT HQ/on deputation from DoT HQ and in r/o CGCA, NICF & Heads of Field units. 8. Pay Fixation & annual increments of all officers in DoT HQ. 9. Incentive for higher education pertaining to officers working in DoT HQ. 10. NOC for Passport in r/o officers working in DoT HQ and Heads of Field Units / CGCA/ NICF. **11.** NOC for going abroad in r/o officers working in DoT HQ and all Field Units/ CGCA/NICF. **12.** Medical Bill reimbursement cases (above 5 lakhs) in r/o Group 'A' and Group 'B' officers.

3.	SEA-III	**sea.3-dothq@gov.in** **CC to- director.sea-dot@gov.in** 1. Forwarding of applications of Group 'A' officers for deputation to various departments on deployment / secondment basis, Foreign assignments and correspondences relating thereto. 2. Cases for consideration of empanelment at the level of AS/JS. 3. Cases relating to CSS Offer List and CVO deputation through DoP&T. 4. Periodical Review under FR 56 (j) & Rule 42 of CCS (Pension) Rules 2021 in respect of IP&TAFS Group 'A' Officers. 5. VC in respect of Group 'B' Non-Gazetted and Group 'C' staff of DoT Hq and Field Units. 6. Furnishing of Probity Report to Vigilance Section of DoT HQ and seeking reports from CGCA. 7. Verification of antecedents/Character/ Educational qualifications in r/o Group 'C' employees allotted to DoT HQ. 8. Passport issue & renewal, NoC for abroad visits and Vigilance Clearance requests in respect of Group 'C' and Group 'B' Non Gazetted. 9. Induction Training of Group 'B' Non Gazetted and Group 'C' staff i.e. SA/JA/LDC. 10. Medical Bill reimbursement cases (above 5 lakhs) in r/o Group 'B' Non Gazetted and Group 'C'. 11. Transfer applications and Rozgar Mela related matters in respect of Group 'C'
4.	SEA-Legal	**sea.legal-dot@gov.in** **CC to- director.sea-dot@gov.in** 1. All court cases pertaining to accounts personnel of DoT only. 2. Updation of status of Court cases and monitoring thereof through LIMBS portal. 3. Forwarding of administrative/legally vetted para wise comments and correspondence related to court cases with reference to Field Units/CCAs.
5.	CS & Protocol	**fin.sparrow.dot@gov.in** **CC to- director.sea-dot@gov.in** 1. ACR/APAR related matters of all IP&TAFS Group 'A' Officers. 2. Creation of SPARROW accounts of IP&TAFS Group 'A' Officers 3. Updation of Personal information of officers in Personnel Information Management System/Employees Master Details (EMD). 4. Generation of e-PARs/ NRCs / Performance Report on Study Leave etc. on SPARROW Portal. 5. Representations against entries/gradings in APARs of IP&TAFS Group 'A' officers through SPARROW or otherwise. 6. Civil List of IP&TAFS Group 'A'
6.	Training Finance	**dir-trgfin-dot@gov.in** **CC to- director.sea-dot@gov.in** 1. All administrative and training matters related to NICF. 2. Nominations from Officers working in all Units for participation in training programmes. 3. Long term /Short term / MCT / International trainings to IP&TAFS officers. 4. Training/Seminars/Meetings related matters of ITU / APT / SAARC / WTO.