

1-15/2022-DGT/1 (e-file CN- 116177)  
 Government of India  
 Ministry of Communications  
 Department of Telecommunications  
 DGT HQ  
 UIDAI Building, 2nd Floor, Bangla Sahib Road, New Delhi- 110001

Dated: 30.01.2023

**OFFICE MEMORANDUM****Subject: Charter of duties of units of DGT HQ**

The DG telecom is pleased to re-designate the existing units of DGT HQ as follows:

Sr. No.	Existing name of unit/Vertical	New name of the unit/Vertical with short form
1	Administration & HR	Administration & HR (A & HR)
2	Security & Rural	Security (S)
3	Licensing Compliance	Licensing Compliance & Rural, (LC & R)
4	New Technology	Technology (Tech.)
5	Electrical	Electrical (Elec.)

2. Further, in suppression to this office OM no. 1-15/2022-DGT/1 dated 27.04.2022, 01.08.2022 and 22.09.2022, the DG (Telecom) is also pleased to issue a comprehensive charter of duties and responsibilities of various of DGT HQ for guidance and uniformity is as under:

**A. Administration & HR**

The following duties & responsibilities will be discharged by the Administration & HR unit of DGT HQ:

- i. General Administration matters.
- ii. Staff matters- Transfer/Posting/Deputation cases, Look after etc.
- iii. Establishment- Sanctioned/posted status, office space matters, NoC for Passport and foreign travel. MHA ID Card for all the staff of DGT Hq and LSAs.
- iv. Maintaining service books of LSA heads.
- v. Bill related to LTC/TA and Leaves and other related cases of LSA heads.
- vi. PG cases /Appeal cases and its coordination with LSAs.
- vii. All matters relating to Right to Information and the Central Information Commission.
- viii. Estimates of LSAs and DGT HQ.
- ix. Parliament Questions/ Assurances/other related matters.
- x. Holding of national level workshops/Conferences, etc.
- xi. Training nominations.
- xii. Capacity Building & Karamyogi-iGOT related matters.
- xiii. Administrative audit of LSA.
- xiv. Vigilance related matter and vigilance awareness week conduction.
- xv. Presidential Order implementation status.

- xvi. Tendering related works.
- xvii. General matters and housekeeping.
- xviii. Budgeting of DGT HQ / Salary/Income tax/NPS/GPF matters.
- xix. Processing of personal bills/claims.
- xx. Maintaining service records and e-HRMS related matters.
- xxi. Procurements of Goods and services/bills processing.
- xxii. Celebration various days/events e.g. special campaign, swachhta pakhwara etc.
- xxiii. Calling for deputation of SDE in DoT and field units.
- xxiv. VIP references.
- xxv. Court cases and related matters.
- xxvi. Any other work assigned from time to time.

## **B. Security**

The following duties & responsibilities will be discharged by the Security & DI unit of DGT HQ:

- i. Matters related to National Security and Lawful Interception.
- ii. Policy issues related to security matters.
- iii. Act as a technical Interface between security agencies and Telecom Service Providers (TSPs).
- iv. CMS/IMS related issues including CCB, IMG, SOP, AMC etc.
- v. Curbing Illegal activities/control over clandestine / illegal operation of telecom Networks.
- vi. Cybercrime related matters including I4C portal, SOP etc.
- vii. Analysis of call/subscription/traffic data of various licensees.
- viii. Security related inspections of Internet Leased line, International / National Private leased circuit.
- ix. Crosscheck Network Security Audit of Telecom Service Providers (TSPs) & ISPs.
- x. Blocking of URL and its monitoring in coordination with LSA/ISP/TSP.
- xi. Detection and Analysis of Non-genuine IMEI cases and Implementation of CEIR project.
- xii. Implementation & Monitoring of security related projects like TAF COP, GMA, ASTR, DIU, T-CSIRT etc.
- xiii. Survey for Submarine Cables.
- xiv. Spill over of foreign TSPs' signals from neighbouring countries – Monitoring and co-ordination with LSAs, WMO and other agencies.
- xv. Policy issues related to Security Issues.
- xvi. Digital Intelligence Unit (DIU) related issues.
- xvii. Development of Security Audit portal.
- xviii. Security Audit of end user devices.
- xix. Any other work assigned from time to time.

## **C. Licensing Compliance & Rural**

The following duties & responsibilities will be discharged by the Licensing Compliance & Rural unit of DGT HQ:

- i. Subscriber Verification/CAF related matters.
- ii. EMF related matters.
- iii. EMF awareness workshops.
- iv. Service Testing/Roll-out Obligations related matters.
- v. Tarang Sanchar Related matters.
- vi. Matters related to telemarketers.
- vii. Matters related to TRAI Recommendations.
- viii. MNP related matters.
- ix. QoS, Drive test and Call Drop related matters.
- x. MIS reports related to CAF, EMF, Service Testing, Budget, Inspections etc.
- xi. Merger, Acquisition and Amalgamation of licenses related matters (Access Service Licenses).
- xii. Budgeting of LSAs.
- xiii. Audit matters.
- xiv. Quarterly Newsletter "Sanchar Samvaad".
- xv. Mobile coverage in rural areas - uncovered villages, RF coverage portal.
- xvi. Network coverage / connectivity of villages for Direct benefit transfer (DBT) Mission and of banks in rural areas under financial inclusion planning.
- xvii. Design, planning, implementation and monitoring of projects funded by USOF.
- xviii. Improving mobile signal coverage in international border areas - Monitoring and co-ordination with TSPS, LSAs, WMO and other agencies.
- xix. Rural Coverage related matters.
- xx. Any other work assigned from time to time.

#### D. **Technology**

The following duties & responsibilities will be discharged by the Technology unit of DGT HQ:

- i. Matters related to new technologies such as 5G, IOT, block chain etc.
- ii. Telecom services in response to Disaster Management and its implementation in LSAs.
- iii. Assistance in natural calamities or emergency situations.
- iv. Design, Development and Maintenance Related Activities of Web Sites and Web Portals under DGT/LSA.
- v. Design and development maintenance of mobile apps under DGT/LSA.
- vi. Maintenance of e-office of DGT hq and LSAs.
- vii. Implementation of Time Synchronization across all the telecom networks.
- viii. Social Media Handling – Amplification of Social Media.
- ix. MTCTE Surveillance implementation, Portal Development and related matters.
- x. Digital Communication Technology (DCT) ecosystem with Start-Ups, SMEs, Incubators, Hubs, etc.
- xi. Matters related to IPv6 implementation.
- xii. Coordination with IT Wing, NT Wing, SRI wing, DM wing of DoT and LSA field units.
- xiii. PM-WANI related matters.
- xiv. Inspection of licensees related matters such as Access Service, ISP, NLD, ILD, VNO, Audiotex etc.

- xv. IP-1 related matters.
- xvi. Decentralization of ISP license signing related matters.
- xvii. Examination of violation of licences and coordination with licensing wing.
- xviii. Issuance of NOC for release of BG cases.
- xix. Other ISP/DS wing related matters such as details of FTTH connections etc.
- xx. Implementation of Short Codes (compliance of implementation is to be taken from 22 LSAs), Coordination with LSAs for Implementation of Emergency Mechanism (112).
- xxi. VLR verification matters,
- xxii. Matters related to NOC for selling of the Global Calling Cards, International SIMS etc (NOC is to be taken from 22 LSAs),
- xxiii. Issuance of NOC for Merger, Acquisition, and Amalgamation of licenses (other than Access Service Licences) related matters (NOC is to be taken from 22 LSAs)
- xxiv. All matters related to Technology vertical in LSAs.
- xxv. Any other work assigned from time to time.

#### E. **Electrical**

The following duties & responsibilities will be discharged by the Electrical unit of DGT HQ:

- i. Incentivizing use of renewable energy technologies (RETs) in the communication sector.
- ii. Implementation of environmentally sustainable technologies in rural areas.
- iii. Promoting and incentivizing deployment of solar and green energy for telecom towers.
- iv. Playing a vital role to fit to new requirements in the fields of renewable energy, powering of telecom towers without regular electricity connection, energy efficiency and conservation, reducing diesel consumption in telecom operations.
- v. Ensuring safety of electrical installations as per CEA Regulations 2010, reducing of carbon footprint etc.
- vi. Providing and maintaining the building infrastructure in the department and performing related functions including energy conservation and fire safety of infrastructure.
- vii. Any other work assigned from time to time.

#### F. **National Broadband Mission**

The following duties & responsibilities will be discharged by the NBM unit of DGT HQ:

- i. ROW Matters-Development and maintenance of Sugam Sanchar-a Centralised portal for Right of Way (ROW) approvals, State/UT ROW Policy alignment with Central IT ROW rules 2016 etc.
- ii. NDCCP related matter.
- iii. PM review matter.

- iv. Coordinating with DPIIT for Geospatial mapping of telecom infrastructure under PM GatiShakti National Master Plan (NMP)
- v. Azadi Ka Amrit Mahotsav (AKAM) related matter finalizing award parameters and to coordinate for online submission of such parameters for Hon'ble PM's proposed Award to Districts for Broadband
- vi. National Broadband Mission and Rural Coverage.
- vii. Wireline BB connectivity.
- viii. Mobile BB & Telephony.
- ix. Mapping of BB connectivity across all villages in India.
- x. Geospatial information of the entire telecom network of India (viz. fibers, towers etc).
- xi. Kushal Sanchar App.
- xii. Tower OFC Mapping through BISAG-N.

3. This issues with approval of the DGT.

(Shashank K Namdeo)  
ADG-1 (Admin & HR)  
DGT HQ  
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Copy To

1. PSO to Secretary (T), DoT HQ
2. Sr. PPS to DG (Telecom), Member (S)/(T)/(F), DoT HQ
3. Heads of all LSAs
4. DDG(Estt.)/DDG(Pers.), DoT HQ
5. Officers concerned.
6. Director (IT), DoT for uploading on website