

5-7/2021-DGT/1 (CN-111529)  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(DGT-HQ)  
2<sup>nd</sup> floor, UIDAI Building, Behind Kali Mandir, New Delhi -110001

Dated: 28.08.2022

**OFFICE MEMORANDUM**

Subject: Channel of Submission of DGT HQ - regarding

The undersigned is directed to refer to the subject matter and to forward the revised Channel of Submission for DGT HQ for necessary action please.

2. This issues with approval of the DGT.

Signed by  
Shashank Kumar Namdeo  
Date: 28-08-2023 11:34:27

(Shashank K. Namdeo)  
ADG-1(A&HR), DGT HQ

Encl: A/a

To,  
All DDGs, DGT HQ

Copy to

1. Member(S)/DGT
2. Sr DDG DGT HQ
3. DDG(C&A), DoT HQ

**Channel of submission**  
**(Office of Director General Telecom)**

F. No. 5-7/2021-DGT/1  
Dated 28-Aug-2023

**1. LC&R vertical, DGT HQs**

<b>S. No.</b>	<b>Issues/Matters</b>	<b>Channel of Submission</b>	<b>Approving Authority</b>
1.1	(a) Allotment of IP ID for use in Tarang Sanchar Portal	AD	ADG
1.2	(a) Forwarding of request of LSAs for additional allotment of Budget, to Budget Wing (b) Inputs for RTI/ PG/ PQ matters	AD → ADG	Director
1.3	(a) Inputs to different wings of DoT/ other Vertical of DGT HQ (b) Information regarding outstanding dues of various Access Service licensees in case of merger, release of BG, NCLT/ Insolvency, and other cases. (c) Inputs for Audit paras pertaining to LC&R DGT HQ and LSAs (d) Monthly Summary/ reports to USOF such as VVP, BADP, Mission Utkarsh, Mission Sambhav and other Coverage related reports based on inputs from LSAs (e) Issuance of guidelines/ clarifications to LSAs based on existing instructions (f) Seeking inputs from LSAs (g) Nomination of member from LC&R Vertical for Committees/ trainings	AD → ADG → Director	DDG
1.4	(a) Inputs to different wings in Respect of TRAI Recommendations (b) Tarang sanchar Related matters (c) Analysis of Monthly reports related to CAF and EMF (d) Constitution of Committee	AD/ ADG → Director → DDG	Sr DDG
1.5	(a) Cases represented by TSPs/COAI (b) Referring cases to AS Wing for policy related matters	AD/ ADG → Director → DDG	DGT

## 2. Security vertical, DGT HQs

S. No.	Issues/Matters	Channel of Submission	Approving Authority
2.1	(a) Different types of periodical reports (b) Communication of inputs/reports etc. to other vertical of DGT HQ (c) Referral of Cases received from LSAs to licensing wings AS/CS/DS/Security/Policy/USOF for clarification. (d) Preparation and submission of notes/brief for meetings (e) Coordination with LSA for monitoring of various schemes / projects and any decisions required to be taken on the matter on routine basis. (f) All matters related to efficient running of office	ADET → ADG	Director
2.2	(a) Issues related to TAFCOP/RF Portal (b) Issues related with CMS/RMC etc. (c) Issues raised by LEA s (d) Inputs/reports sought by different wings such as AS/CS/DS/Security/Policy/etc. (e) Disposal of representation from industry/licensees (f) Security Audit matters pertaining to LSAs (g) Nomination of Member of committees/trainings from Security Vertical (h) Policy issues related to Security matters (i) Action Points based on directions of Hon'ble PMO/MOC/MOSC finalization of implementation plans (j) Communication or input/reports pertaining to PQs to other verticals of DGT HQ.	ADET → ADG → Director	DDG
2.3	(a) Issuance of guidelines/clarification/interpretation/Reports involving different wings, departments, and ministries (b) Constitution of committee. (c) Audit matter pertaining to DGT HQ (d) New Projects, Major policy Change	ADET → ADG → Director → DDG/ Sr DDG	DGT

### 3. Technology vertical, DGT HQs

S. No.	Issues/Matters	Channel of Submission	Approving Authority
3.1	(a) Seeking inputs from LSAs on generic issues (b) Compliance regarding Implementation of Short Codes (c) Issuance of NOC/ communication of outstanding dues as sought by different wings of DoT. (d) Social Media Monitoring viz. Tweets, complaints handling and coordination with LSAs. (e) Uploading of letters, OMs and updating DGT Directory in DGT Webpage of DoT Website (f) Periodical reports viz. KPI reports, IPv6 and other reports (g) Communication or input/reports such as RTI to other verticals of DGT HQ.	ASO/ AD → ADET/ ADG	Director
3.2	(a) E-Mail Management viz. creation of e-mail, modification in name of LSA Officers (b) VPN and IMAP/POP3 requests of LSA field officers. (c) Communication or input/reports pertaining to PQs to other verticals of DGT HQ.	ASO/AD → ADET/ ADG → Dir	DDG
3.3	(a) Time synchronization in TSP networks - Issuance of guidelines/ clarification/ interpretation related to TSN. (b) Design, development and hosting of DGT Web portal. (c) Issuance of guidelines/ clarification/ interpretation on licensing/ registration/ NOC etc. related matters. (d) MTCTE: Surveillance Procedure and its implementation through LSA field units.	ADG/ADET → Dir → DDG	Sr DDG
3.4	(a) Issuance of guidelines/ clarification/ interpretation related to MTCTE. (b) Issuance of guidelines/ clarification/ interpretation for disasters management (c) New Projects/Major policy Change (d) Any other undefined item	ADG/ADET → Dir → DDG → Sr DDG	DGT

#### 4. A& HR vertical, DGT HQs

S. No.	Issues/Matters	Channel of Submission	Approving Authority
4.1	(a) PG Cases (b) RTI applications and appeals. (c) Different types of periodical reports. (d) Referral of Cases received from LSAs to different wings of DoT for clarification. (e) Preparation and submission of notes/brief for meetings (f) Administration of MTS/DEO including their transfer/postings. (g) Communication of inputs/reports etc. to other vertical of DGT HQ	JTO/SO → ADG	Director
4.2	(a) Forwarding of representations from LSAs to concerned wing of DoT hq. (b) Forwarding of request for transfer/ posting/ deputation from LSAs to DoT HQ (c) Settlement of TA/LTC/ Medical claims of officers up to Director level of DGT HQ (d) Budget related matters of DGT HQ (e) Service Book related matters of DGT HQ (f) Forwarding of CGEGIS/ Leave Encashment cases of Head of LSA to DoT HQ	JTO/ASO/SO → ADG → Director	DDG
4.3	(a) Inputs for Parliament Questions/ Assurances and other parliament related matters, Study visits of Parliamentary Committee. (b) Space and accommodation related matters of LSAs & DGT HQ. (c) Audit Matter pertaining to DGT HQ (d) Administrative Audit of LSA/Field Units (e) Inputs/reports sought by different wings such as AS/ CS/ DS/ Security/ Policy/ USOF etc. (f) Forwarding the Cases of NOC for going abroad up to DDG Level to staff branch (g) Training Nominations (h) Forwarding the request for CCL, EOL, Study Leave from LSAs/ DGT HQ to Staff branch, DoT HQ. (i) Inputs for Monthly DO (j) Approval of Contents for Quarterly Newsletter	SO/ADG → Director → DDG	Sr DDG/ DDG

4.4	<ul style="list-style-type: none"> <li>(a) Approval of LTC Cases</li> <li>(b) Approval for NOC Cases under CCS Conduct Rules.</li> <li>(c) Approval of TA Bills of LSA head.</li> <li>(d) Look after charge of HoD of LSAs</li> <li>(e) Forwarding the Cases of NOC for going abroad of LSA head and Sr DDG DGT HQ.</li> <li>(f) Transfer /posting within DGT Hq</li> <li>(g) All procurement matters.</li> <li>(h) Holding of national level workshop/ Conference etc.</li> <li>(i) Nomination of Members of committees.</li> <li>(j) Action Points based on directions of Hon'ble PMO/MOC/MOSC.</li> <li>(k) Civil/electrical work estimate sanction cases of LSAs</li> <li>(l) Ranking of LSA related matters</li> <li>(m) Settlement of TA/LTC/Medical claims of DDG and above officers of DGT HQ</li> <li>(n) Settlement of Call charges/Mobile handset/Newspaper/ Briefcase/Children education allowance claims of officers of DGT HQ</li> <li>(o) Pension related matters of officers of DGT HQ</li> <li>(p) Approval for sanction of all financial powers related matters of LSAs &amp; DGT HQ</li> <li>(q) Sanction of engagement of consultant over and above 30% limit to LSA field units</li> <li>(r) Increment, Pay fixation related matters of officers of DGT HQ</li> <li>(s) Reply to VIP references.</li> <li>(t) Decision to file appeal/initiation of legal proceeding.</li> <li>(u) Finalization of affidavits/ Counter affidavits/ Replies to the petitions filed against/ by Union of India (UoI)/ Secretary (T) in consultation with JS&amp;LA,DoLA.</li> <li>(v) Vigilance/ Disciplinary matters.</li> <li>(w) All other miscellaneous establishment matters/ Any other undefined item</li> </ul>	SO/ADG → Director → DDG/ Sr DDG	DGT
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