

File No. 1-50(16)/2017-Estt
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20-Ashoka Road, New Delhi
(Establishment Wing)

Dated the 9th August, 2018

OFFICE MEMORANDUM

Subject: Allocation of work among Establishment and Personnel Wing, DoT HQ.

Establishment Wing has been bifurcated into Establishment and Personnel Wing as per this office OM No. 9-5(1)/2016-Estt. dated 23.02.2017.

2. The distribution of works between the two divisions has been finalised as indicated in Annexure- 'A' enclosed.

Encl: As above

(Mukta Goel)
Director (Establishment)
Tel: 2303 6500

To

1. PS to Hon'ble MoS(IC), MoC
2. PPS to Secretary (T)
3. Member (S)/ Member (T)/ Member (F)
4. Director General, Telecom
5. Advisor (O)/ Advisor (T)/ Advisor (F)
6. Additional Secretary(T), DoT
7. CMD BSNL/MTNL/BBNL/TCIL
8. CVO, DoT/Sr DDG(TEC)/Sr DDG(NTIPRIT)/Sr DDG(DGT HQs)
9. Joint Secretary(T)/ Joint Secretary(A)/ DDG(Estt)/DDG(Pers)/DDG(F)
10. All Heads of LSAs/CCA Units
11. Director (IT), DoT for posting this OM on the website of DoT
12. Guard file/ spare

A. Works under DDG (Establishment), DoT HQ:

- Cadre Control and Establishment matters like creation, retention and diversion of posts of Technical Telecom Cadres (ITS, GCS, TES Group-B and JTO) of the Department.
- Cadre Control and Service matters including posting and transfers of Civil, Electrical and Architectural Services of the Department.
- Recruitment Rules of ITS, Telecom cadre posts and other posts in DoT field units.
- Establishment matters related to DoT field units.
- Co-ordination with BSNL/MTNL and DoT Field Units on establishment matters.
- Policy matters involving pay & allowances, medical facilities and reimbursement, CGEGIS, CGHS, advances, LTC, Income Tax and bonus etc.
- Implementation of Pay Commission notifications and settlement of anomalies arising thereby.
- Policy matters related to retirement benefits including issues arising out of absorption of DoT employees in BSNL and MTNL
- All matters relating to clarification of pension and allied matters from various DoT units
- Circulation of DoP&PW orders to all concerned in DoT
- Settlement of Pension/ family pension, DCRG and commutation of pension cases of employees of all cadres retiring from DoT HQ, CDA retirees from BSNL HQ and Heads of DoT field units/ CCA offices/ BSNL circles
- Preparation of pensioners' Identity Card
- GPF final payment verification
- Issuing of service certificate for availing concessional telephone facility after retirement
- Pension/ family pension revision, restoration of pension cases
- Matters related to verification of service and issuing of Qualifying Service Certificate
- Matters related to interest on delayed payment of DCRG, Life Time Arrear cases, undrawn family pension, Ex-gratia cases etc.
- Ratification of pension cut cases of BSNL retirees
- Sanction of Fixed Medical Allowance on one time option change
- Matters related with discharge of pensionary liability of DoT for counting of past service
- Matters related to Pension Adalat, SCOVA Meeting etc
- PG cases on CPGRAMS Portal
- RTI Appeal Cases
- VIP references, Parliament Questions and other parliamentary matters
- Union representations and court cases related to Establishment Wing.
- Member of different committees related to transfer, posting, DPC, confirmation etc.
- Handling C&AG para related to Establishment matters.

B. Works under DDG (Personnel), DoT HQ:

- Service matters of Technical Telecom Cadres of Group 'A' and Group 'B'
- Transfer, posting, promotion, financial upgradation and deputation of Technical Telecom Cadres (ITS, TTS, TFS, GCS, TES Group-B and JTO) of the Deptt.
- Implementation of Sparrow and APAR Custodian
- Engagement of Consultants
- Engineering Services Exam-Rules for ITS Group 'A' & JTO Group 'B'.
- Matters related to appointment of ITS Group 'A' & JTO Group 'B' officers based on Engineering Services Examination
- Probation /confirmation of DR/Promotee ITS Group 'A' officers and DR JTO Group 'B' officers
- Matters related to commercial employment after retirement in respect of ITS/TTS/GCS Group 'A' officers
- Matters related to Permanent Absorption of ITS/GCS Group 'A' officers and Group 'B' officers in BSNL/MTNL
- Issuing the seniority list of officers of Technical Telecom Cadres (ITS, TTS, TFS, GCS, TES Group-B and JTO) of the Deptt.
- Maintenance of Blue Book of ITS Group 'A' officers.
- Maintenance of Service Book of officers of Technical Telecom Cadres (ITS, TTS, TFS, GCS, TES Group-B and JTO) of the Deptt.
- Processing of Disciplinary cases of officers of Technical Telecom Cadres (ITS, TTS, TFS, GCS, TES Group-B and JTO) of the Deptt.
- Residual Service matters of BSNL/MTNL absorbed employees prior to their absorption
- Processing of disciplinary cases of Group 'C' & 'D' officials (DoT Optee/unabsorbed in BSNL/MTNL)
- Cadre control functions in respect of unabsorbed employees of BSNL/MTNL belonging to Group 'C' and 'D' cadres.
- All residual matters relating to Telecom Factory
- PG cases on CPGRAMS Portal
- RTI Appeal Cases
- VIP references, Parliament Questions and other parliamentary matters
- Union representations and court cases related to Personnel Wing.
- Handling C&AG para related to Personnel Wing.