

File No. 9-5(1)/2016-Estt.
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20-Ashoka Road, New Delhi
(Establishment Wing)

Dated the 7th June, 2018

OFFICE MEMORANDUM

Subject: Renaming of 'Training Division' of DoT as 'Capacity Building & Training Division'.

The 'Training Division' of DoT is renamed as 'Capacity Building & Training Division' with role and responsibilities as indicated in Annexure enclosed.

2. This issues with the approval of competent authority.

Encl: As above

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

To

1. PPS to Secretary (T)
2. Member (S)/ Member (T)/ Member (F)
3. Special Secretary (T)
4. Director General Telecom/ CGCA
5. Advisor (O)/ Advisor (T)/ Advisor (F)
6. Administrator, USOF
7. Head of TEC / Head of NTIPRIT
8. Chief Vigilance Officer, DoT
9. Joint Secretary(T)/ Joint Secretary(A)
10. Heads of LSAs in DoT field units/ Pr CCAs/ CCAs
11. CMD BSNL/ MTNL/ BBNL/ TCIL
12. All Sr DDGs/ DDGs, DoT HQs
13. Director (IT), DoT for posting this OM on the website of DoT
14. Guard file/ spare

1. Training Development Activities:
 - Development of comprehensive Cadre Training Plan
 - Development of Mid-Career Training Plan
 - Development of Training of Trainer programs
 - Development of customized training programs to bridge competency gaps
2. Training Coordination Activities:
 - Coordination for Implementation of Annual Training Plans
 - Coordination for Mid-Career Training Programs
 - Coordination with NTIPRIT
 - Coordination with different wings of DoT and other Ministries/ Organizations
 - Coordination with National/ International Training Centres and Institutes
 - Any other related responsibilities as assigned from time to time
3. Training and Knowledge Sharing Activities:
 - Identify and develop a pool of certified trainers on topics of interest from available pool of officers in DoT.
 - Develop Online and Web Based Training and Learning Management System.
 - Developing CIO Programs focused on meeting telecom needs of State/UT & Central line ministries.
 - Knowledge management and sharing through workshops, development of case studies, sharing best practices and creation of repositories etc.
 - Develop certification programmes for specialized/ key roles such as telecom security, data analytics etc.
4. Capacity Building Activities:
 - MoUs with leading academic institutes in India and abroad for capacity development in the field of Telecom.
 - Leveraging the technological and managerial capacity building strength of various field units of DoT, PSUs/departments under DoT such as NTIPRIT, ALTTC, TEC, CDOT, TCIL etc. to present a unified and holistic view of DoT's capacity building capabilities.
 - Expanding capacity building activities to stakeholders outside DoT such as Central Line Ministries, State Governments, Union Territories, Industry Associations, International organizations such as ITU, United Nations, World Bank, bilateral with other countries etc.

