

1-15/2022-DGT/1
Government of India
Ministry of Communications
Department of Telecommunications
O/o Director General Telecom
UIDAI Building, 2nd Floor, Bangla Sahib Road, New Delhi- 110001

Dated: 11.04.2025

OFFICE MEMORANDUM

Subject: Charter of duties of Verticals of DGT HQ-reg.

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

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

2. Further, in suppression to this office OM no 1-15/2022-DGT/1 dated 30.01.2023 and taking into account the new activities assigned to DGT and LSAs to fulfill the new mandate i.e. "Matter relating to Security of Telecom networks", the DG Telecom is please to issue updated Charter of Duties and responsibilities of verticals of DGT HQ for guidance and uniformity as under:

A. Administration & HR

The following duties & responsibilities will be discharged by the Administration & HR Vertical 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. (Inputs from LSAs to be taken by Concerned Vertical of DGT HQ).
- (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) General matters and housekeeping.
- (xvii) Budgeting of DGT HQ / Salary/Income tax/NPS/GPF matters.
- (xviii) Budgeting of LSAs.
- (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) Matters related to deputation of SDE in DGT and field units.
- (xxiv) VIP references. (Inputs from LSAs to be taken by Concerned Vertical of DGT HQ)
- (xxv) Court cases and related matters.
- (xxvi) APAR related matters of DGT HQ.
- (xxvii) Maintenance of e-file credential of DGT HQ/LSA.
- (xxviii) Maintenance of email credential of DGT HQ/LSA.
- (xxix) Social Media Handling-Amplification of Social Media.
- (xxx) Quarterly Newsletter "Sanchar Samvaad".
- (xxxi) Any other work assigned from time to time.

B. Security

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

- (i) Matters related to National Security and Lawful Interception.
- (ii) Policy issues related to security matters.
- (iii) Effective enforcement of regulations and coordination with security agencies regarding modification/addition to the existing direction/regulations.
- (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 w.r.t. Security matters.



- (viii) Security related inspections of Internet Leased line, International / National Private leased circuit.
- (ix) Crosscheck Network Security Audit of Telecom Service Providers (TSPs) & Internet Service Providers (ISPs) as per Minimum Baseline Security Standards (MBSS): Checklist against Minimum Requirements for Security Policy (MRSP) for Crosscheck Network Security Audit.
- (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 etc.
- (xiii) Survey for Submarine Cables.
- (xiv) Spillover of foreign TSPs' signals from neighbouring countries – Monitoring and co-ordination with LSAs, WMO and other agencies.
- (xv) Policy related to Security Issues.
- (xvi) Digital Intelligence Unit (DIU) related issues pertaining to Security Vertical.
- (xvii) Development of Security Audit portal.
- (xviii) Matters related to TRAI Recommendations for issues pertaining to Security Vertical.
- (xix) Court case vetting matters pertaining to Security Vertical.
- (xx) Cyber Security Incident Response Team (T-CSIRT).
- (xxi) CTI Helpdesk, support for Incident reporting, response, resolution and monitoring of the logs.
- (xxii) Compliance of critical security measures, such as network hardening, risk Assessment, supply Chain Security, access Control, Physical Security, Vulnerability Management, Security Information and Event Management (SIEM).
- (xxiii) Any other work assigned from time to time.

C. Licensing Compliance

The following duties & responsibilities will be discharged by the Licensing Compliance Vertical 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 for issues pertaining to LC Vertical
- (viii) MNP related matters.
- (ix) QoS, Drive test and Call Drop related matters.
- (x) MIS reports related to CAF, EMF, Service Testing etc.



- (xi) Merger, Acquisition and Amalgamation of licenses related matters (Access Service Licenses).
- (xii) Inspection of licensees related matters of Licensees of AS divisions.
- (xiii) Issuance of NOC for release of BG cases for licenses issued by AS divisions.
- (xiv) Court case vetting matters pertaining to LC Vertical.
- (xv) Compliance of KYC related activities for telecom subscribers pertaining to licenses issued by Access Services Wing (Like Access Services Licenses, AS Cat-B licenses).
- (xvi) Any other work assigned from time to time.

D. Rural

The following duties & responsibilities will be discharged by the Rural Vertical of DGT HQ:

- (i) Mobile coverage in rural areas - uncovered villages.
- (ii) Assistance for projects funded by DBN.
- (iii) Improving mobile signal coverage in international border areas - Monitoring and co-ordination with TSPs through LSAs.
- (iv) RoW matters pertaining to LSAs.
- (v) CBud related matters pertaining to LSAs.
- (vi) Co-ordination and Monitoring with DBN for uncovered villages based on reply of VIP references.
- (vii) Matters related to TRAI Recommendations for issues pertaining to Rural Vertical
- (viii) Court case vetting matters pertaining to Rural Vertical
- (ix) Any other work assigned from time to time.

E. Technology

The following duties & responsibilities will be discharged by the Technology Vertical 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) Implementation of Time Synchronization across all the telecom networks.
- (vii) Surveillance, implementation, contravention and Notices, removal of uncertified Telecommunication Equipment.
- (viii) Digital Communication Technology (DCT) ecosystem with Start-Ups, SMEs, Incubators, Hubs, etc.
- (ix) Matters related to IPv6 implementation.

- (x) Coordination with IT Wing, NT Wing, SRI wing, DM wing of DoT and LSA field units.
- (xi) PM-WANI related matters.
- (xii) Inspection of licensees related matters of Licensees of CS/DS and Satellite divisions.
- (xiii) IP-1 related matters.
- (xiv) Decentralization of ISP license signing related matters.
- (xv) Examination of violation of licences and coordination with licensing wing.
- (xvi) Issuance of NOC for release of BG cases for licenses issued by CS/DS and Satellite divisions.
- (xvii) Implementation of Short Coordination with LSAs for Implementation of Emergency Mechanism (112).
- (xviii) VLR verification matters,
- (xix) Matters related to NOC for selling of the Global Calling Cards, International SIMS etc.
- (xx) Issuance of NOC for Merger, Acquisition, and Amalgamation of licenses (other than Access Service Licences) related matters.
- (xxi) All matters related to Technology vertical in LSAs.
- (xxii) International/National events.
- (xxiii) Matters related to TRAI Recommendations for issues pertaining to Technology Vertical.
- (xxiv) Trusted Telecom Portal related matters.
- (xxv) Court case vetting matters pertaining to Technology Vertical.
- (xxvi) Maintenance of DGT HQ website.
- (xxvii) Compliance of KYC related activities for telecom subscribers pertaining to licenses issued by CS, DS and Satellite wings of DoT HQ (like ISPs, NLDOs, ILDOs etc.)
- (xxviii) Any other work assigned from time to time.

F. 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.

3. This issues with approval of the DG Telecom.



(Shashank K Namdeo)
ADG-I (Admin & HR)
DGT HQ

Copy To

1. PSO to Secretary (T), DoT HQ
2. Sr. PPS/PSO to DG (Telecom), Member (S)/(T)/(F), DoT HQ
3. Heads of all LSAs
4. DDG(Estt.)/DDG(Pers.), DoT HQ
5. Addl. DGT/DDGs, DGT HQ