

5-7/2021-DGT/1  
Government of India  
Ministry of Communications  
Department of Telecommunications  
O/o Director General Telecom  
2<sup>nd</sup> floor, UIDAI Building, Behind Kali Mandir, New Delhi -110001

Dated:05.05.2026

**OFFICE MEMORANDUM**

**Subject: Updated Channel of Submission and level of final disposal of cases in DGT HQ-reg**

The Channel of Submission and level of final disposal in different Verticals of DGT HQ is as given under:

**1. LC Vertical**

SI. No.	Item of Work	Channel of Submission	No. of Stages	Level of Final Disposal.
(1)	(2)	(3)	(4)	(5)
1.1	(a) Allotment of IP ID for use in Tarang Sanchar Portal	AD	2	ADG
1.2	(a) Inputs for RTI/ PG/ PQ matters	AD→ ADG	3	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 DGT HQ and LSAs (d) Issuance of guidelines/ clarifications to LSAs based on existing instructions (e) Seeking inputs from LSAs (f) Nomination of member from LC Vertical for Committees/ trainings	AD→ ADG→ Director	4	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	4/5	For (a), (c) and (d)- DGT and for (b)- Addl. DGT
1.5	(a) Cases represented by TSPs/COAI (b) Referring cases to AS Wing for policy related matters	AD/ ADG→ Director→ DDG	4	DGT

## 2. Security Vertical

SI. No.	Item of Work	Channel of Submission	No. of Stages	Level of Final Disposal.
(1)	(2)	(3)	(4)	(5)
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	AD→ ADG	3	Director
2.2	(a) Issues related to TAF COP/RF Portal (b) Issues related with CMS/RMC/IMS etc. (c) Issues raised by LEAs (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.	AD→ ADG→ Director	4	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	AD→ ADG→ Director→ DDG/ Addl. DGT	5	DGT

### 3. Technology Vertical

SI. No.	Item of Work	Channel of Submission	No. of Stages	Level of Final Disposal.
(1)	(2)	(3)	(4)	(5)
3.1	(a) Matters related to issuance of NOC for release of BG cases, NOC for selling of global calling cards/international SIMs. (b) Matters regarding Implementation of Short Codes (c) Seeking inputs/ data from LSAs on PM-WANI, Inspections and other generic issues (d) Inputs for RTI	AD→ ADG	3	Director
3.2	(a) Communication or inputs pertaining to other verticals of DGT HQ (b) Inputs for audit paras (c) Inputs for PG/ PQs	AD→ ADG→ Dir	4	DDG
3.3	(a) Providing information/ reports on important matters like trusted telecom sources/products, violation of license conditions etc. to DOT HQ	AD/ADG→ Dir→ DDG	4	DGT
3.4	(a) Providing clarification to LSAs on matters requiring policy level intervention (b) Matters requiring seeking clarification/ information from DOT HQ like trusted telecom sources/products, violation of license conditions etc. (c) New Projects/ Major policy Change/ any other undefined item	AD/ADG→ Dir→ DDG→ Addl. DGT	5	DGT

### 4. Admin & HR Vertical

SI. No.	Item of Work	Channel of Submission	No. of Stages	Level of Final Disposal.
(1)	(2)	(3)	(4)	(5)
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.	JTO/ASO/AD/SO→ ADG	3	Director

	(g) Communication of inputs/reports etc. to other vertical of DGT HQ			
4.2	<p>(a) Forwarding of representations from LSAs to concerned wing of DoT hq. (up to JAG level)</p> <p>(b) Forwarding of request for transfer/ posting/ deputation from LSAs to DoT HQ(up to JAG level)</p> <p>(c) Settlement of TA/LTC/ Medical claims of officers up to Director level of DGT HQ</p> <p>(d) Budget related matters of DGT HQ</p> <p>(e) Service Book related matters of DGT HQ</p> <p>(f) Forwarding , of CGEGIS/ Leave Encashment cases of Head of LSA to DoT HQ</p> <p>(g) PG appeal cases</p>	JTO/ASO/SO/AD→ ADG→ Director	4	DDG
4.3	<p>(a) Inputs for Parliament Questions/ Assurances and other parliament related matters, Study visits of Parliamentary Committee.</p> <p>(b) Space and accommodation related matters of LSAs &amp; DGT HQ.</p> <p>(c) Audit Matter pertaining to DGT HQ</p> <p>(d) Administrative Audit of LSA/Field Units</p> <p>(e) Inputs/reports sought by different wings such as C&amp;A, Establishment, Personnel, Staff, Vigilance etc.</p> <p>(f) Forwarding the Cases of NOC for going abroad up to DDG Level to staff branch</p> <p>(g) Forwarding the request for CCL, EOL, Study Leave from LSAs/ DGT HQ to Staff branch, DoT HQ.</p> <p>(h) Inputs for Monthly DO</p> <p>(i) Approval of Contents for Quarterly Newsletter</p> <p>(j) Forwarding of representations from LSAs to concerned wing of DoT hq. (SAG and above level)</p> <p>(k) Forwarding of request for transfer/ posting/ deputation from LSAs to DoT HQ (SAG and above level)</p>	SO/AD/ADG→ Director→ DDG	4	Addl. DGT/ DDG
4.4	<p>(a) Approval of LTC Cases of Head of LSA</p> <p>(b) Approval for NOC Cases under CCS Conduct Rules.</p> <p>(c) Approval of TA Bills of LSA head.</p> <p>(d) Look after charge of HoD of LSAs</p> <p>(e) Forwarding the Cases of NOC for going abroad of LSA head and Addl. DGT, DGT HQ.</p> <p>(f) Transfer /posting within DGT HQ</p> <p>(g) All procurement matters.</p> <p>(h) Holding of national level workshop/ Conference etc.</p> <p>(i) Nomination of Members of committees.</p>	SO/AD/ADG→ Director→ DDG/  Addl. DDT	5	DGT

<ul style="list-style-type: none"> <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 consultants 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) Forwarding of representations from LSAs to concerned wing of DoT hq. (LSA Head)</li> <li>(x) Forwarding of request for transfer/ posting/ deputation from LSAs to DoT HQ (LSA Head)</li> <li>(y) Training Nominations of Head of LSA/Officers in DGT HQ.</li> <li>(z) All other miscellaneous establishment matters/ Any other undefined item</li> </ul>			
--	--	--	--

**5. Rural Vertical**

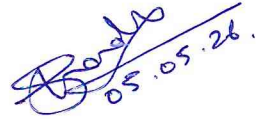
SI. No.	Item of Work	Channel of Submission	No. of Stages	Level of Final Disposal.
(1)	(2)	(3)	(4)	(5)
5.1	(a) Compilation of coverage in 6,44,131 villages as per RGI list. (b) Monitoring rural coverage and inclusion of all uncovered or 2G/3G covered villages in 4G saturation project. (c) Coordination with DBN, TSPs and LSAs for monitoring of DBN schemes.	Director	1	Director

**6. T-CSIRT Vertical**

SI. No.	Item of Work	Channel of Submission	No. of Stages	Level of Final Disposal.
(1)	(2)	(3)	(4)	(5)
6.1	(a) Different types of periodical reports (b) Communication of inputs/reports etc. to other vertical of DGT HQ (c) Preparation and submission of notes/brief for meetings (d) Preparation and submission of notes/presentations for Interagency Cyber Coordination Meeting with NSCS (e) All matters related to efficient running of office	AD→ADG	3	DDG
6.2	(a) Action Points based on directions of Hon'ble PMO/MoC/MoSC finalization of implementation plans (b) Communication of inputs pertaining to PQs (c) Coordination with LSA/TSPs/ISPs for analysis and mitigation of incidents reported.	AD→ADG	3	DDG
6.3	(a) Coordination with other agencies like NCIIPC, CERT-In, CIRA, IB etc for incident response and remedial actions. (b) Conduction of cyber security related capacity-building and awareness programs	AD→ADG→DDG	4	DGT
6.4	(a) Issuance of guidelines/clarification/advisories on incidents reported. (b) Operationalization of T-CSIRT & CTI Frameworks and Constitution of committee for evaluation of DPR. (c) Hiring of Cyber Security Experts for DGT HQ and LSAs under AI & DIU Phase-2 DPR	AD→ADG→DDG →Addl. DGT	5	DGT

	(d) Initiation of office Setup at NCA-T, Ghaziabad for T-CSIRT upon approval of Civil & electrical estimates. (e) Constitution of BSNL Task Force responding to cyber security incidents pertaining to BSNL, particularly those flagged by national cyber security agencies.			
--	---	--	--	--

2. This issues with approval of the DGT.

Handwritten signature in blue ink, with the date "05.05.26" written below it.

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

To  
All DDGs, DGT HQ

Copy to

- i. PSO to DGT
- ii. Addl. DGT, DGT HQ