53-1/2024/MK-Trg.-Part(1)
Government of India
Department of Telecommunications
703, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi-110002
Capacity Building and Training(CB&T) Division

Dated 22-07-2025

OFFICE MEMORANDUM

Subject: Allowing 51 online courses available on various EdTech platforms under "Competency Upskilling Scheme for DoT Employees" - Reg.

Reference is invited to OM of even no. dated 07-07-2025 vide which approval of the Competent Authority was conveyed for allowing 51 role specific online courses available on various EdTech platforms, as identified by DoPT in Annexure-A of the OM No. T-22012/8/2024-IST/IIPA dated 29.01.2025, for undertaking by officers of ITS, TES Group 'B', IRRS Group 'A' and 'B', and IP&TAFS Group 'A' and 'B' cadres of the Department of Telecommunications after due approval from the CB&T Division under the 'Competency Upskilling Scheme for DoT Employees'.

2.   As per the above OM, officers were required to obtain prior approval from the CB&T Division before undertaking the courses. Since these 51 courses have already been approved by the competent authority, the matter has been reviewed, and it is now decided that prior approval from the CB&T Division shall not be required for undertaking these courses.

3.   Accordingly, the simplified procedure for reimbursement for the 51 courses, under *"Competency Upskilling Scheme for DoT Employees" is outlined* as below:

  i. Prior approval of the CB&T Division will not be required for undertaking these 51 courses.
  ii. Officers may directly enroll in relevant courses from the list and apply for reimbursement to the CB&T Division, as per the scheme guidelines.
  iii. In order to maintain budgetary discipline and to enable accurate estimation of budget provisions for the year, the following guideline shall be adhered to:
     a. Officers may undertake only one course at a time from the list of 51 approved courses and may enroll in the next course only after receiving reimbursement for the previous one.

b. Officers are advised to apply for the reimbursement to CB&T Division on email adet.trg-dot@gov.in with a copy to ddgtrg-dot@nic.in within 15 days from course completion. (Provision in Competency Portal is also being developed for applying reimbursement, the same shall be notified, as soon as it is available)

c. Overall upper limit for reimbursement under upskilling scheme shall remain as Rs.50000/- per officer in a Financial Year.

iv. For undertaking courses other than the aforementioned 51, the existing requirement of obtaining prior permission/approval from the CB&T Division of DoT shall continue to apply under the Competency Upskilling Scheme for DoT Employees issued vide OM No. 52-15/2024/CUS-Trg dated 26-07-2024.

This is issued with the approval of the Competent Authority.

Digitally signed by
Pankaj Kumar Salodia
Date: 22-07-2025
13:38:20
(Pankaj Kumar Salodia)
Director (Training-I), DoT Hq.

Enclosure:

i. List of 51 courses as above.
ii. "Competency Upskilling Scheme for DoT Employees" Guidelines
iii. OM 53-1/2024/MK-Trg.-Part(1) dated 07-07-2025.

To
Officers of ITS Gr. A, TES Gr. B, IRRS Gr. A/B, IP&TAFS Gr. A/B
(through DoT Website & e-office noticeboard)

Copy to:

1. PSO to Secretary (T), DoT, Sanchar Bhawan, New Delhi.
2. PSO to Member (S)/ Member (T)/ Member(F)/AS(T)/Administrator USOF Digital Communication Commission, Sanchar Bhawan, New Delhi.
3. Director General (Telecom), Sanchar Bhawan, Ashoka Road, New Delhi/ DG NCA-T- For info to all units
4. Controller General of Communication Accounts (CGCA), MTNL Building, Jawahar Lal Nehru Marg, New Delhi - 110002.
5. Wireless Advisor, DoT, Sanchar Bhawan, New Delhi

53-1/2024/MK-Trg.-Part(1)

Government of India
Department of Telecommunications
201, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi-110002
Capacity Building and Training(CB&T) Division

Dated07-07-2025

OFFICE MEMORANDUM

Subject: Allowing 51 online courses available on various EdTech platforms under "Competency Upskilling Scheme for DoT Employees" - Reg.

Approval of the Competent Authority is hereby conveyed for allowing 51 role-specific online courses available on various EdTech platforms, as identified by DoPT in Annexure-A of the OM No. T-22012/8/2024-IST/IIPA dated 29.01.2025, for officers of ITS, TES Group 'B', IRRS Group 'A' and 'B', and IP&TAFS Group 'A' and 'B' cadres of the Department of Telecommunications under the 'Competency Upskilling Scheme for DoT Employees'

2.   Accordingly, officers may undertake relevant courses from the above list of 51 courses, after due approval from the Capacity Building and Training (CB&T) Division, DoT HQ. Officer may apply for the course through competency portal for approval by competent authority. Overall limit of reimbursement under 'Competency Upskilling Scheme for DoT Employees' shall remain Rs.50000/-. With in this limit, officer may undertake courses from above list of 51 courses as well as other courses as prescribed under "Competency Upskilling Scheme for DoT Employees'. The other guidelines of the 'Competency Upskilling Scheme for DoT Employees' shall be applicable to these courses, *mutatis mutandis*."

Digitally signed by
Pankaj Kumar Salodia
Date: 07-07-2025
(Pankaj Kumar Salodia)
10:10:52

Director (Training-I)

Enclosure:

1. List of 51 courses as above.
2. "Competency Upskilling Scheme for DoT Employees" Guidelines.

To

Officers of ITS Gr. A, TES Gr. B, IRRS Gr. A/B, IP&TAFS Gr. A/B

(through DoT Website & e-office noticeboard)

Copy to:

1. PSO to Secretary (T), DoT, Sanchar Bhawan, New Delhi.
2. PSO to Member (S)/ Member (T)/ Member(F), Digital Communication Commission, Sanchar Bhawan, New Delhi.

3. Director General (Telecom), Sanchar Bhawan, Ashoka Road, New Delhi.
4. Controller General of Communication Accounts (CGCA), MTNL Building, Jawahar Lal Nehru Marg, New Delhi - 110002.
5. Wireless Advisor, DoT, Sanchar Bhawan, New Delhi

List of 51 shortlisted MOOC courses available on EdTech platforms

S. No.	Courses	Provider/ University	Theme	Mapped Roles	Platform	Duration	Fees	Competency Area	Competency Theme
COURSES AVAILABLE ON EDX PLATFORM (21)									
1	Introduction to Generative AI	IBM	Artificial Intelligence/ Machine Learning in Governance	Functional competency relevant in domains- energy, urban Governance, public health and other Departments managing large data systems	edX	3 weeks	₹4,159	Functional	Digital Fluency
2	Data Analytics Basics for Everyone	IBM	Data driven decision making using data analytics	Key functional competency relevant to all policy roles in Ministries/Departments	edX	5 weeks	₹8,402	Functional	Data Analytics
3	Inclusive Growth	IMF	Data driven decision making using data analytics	Key functional competency relevant to all policy roles in Ministries/Departments	edX	24 weeks	₹2,058	Functional	Data Analytics
4	Agricultural Economics and Modelling Tools	Doane University	Digital Governance & Emerging Technologies	IT/ PSD roles in state and Central government	edX	8 weeks	₹16,200	Domain	Data Mining and Modelling
5	Sustainable Cities	SDG Academy	Energy Sector in India- Towards Atma Nirbharta in Energy	Power sector distribution, transmission, generation and management	edX	9 weeks	₹4,999	Domain	Sustainable Development

				companies in states CPSUs in the energy sector, renewable energy corporations/ authorities, ULBs					
6	Digitalization Of Intelligent and Integrated Energy systems	Delft University of Technology	Energy sector in India- Towards Atma Nirbharta in Energy	Power sector distribution transmission generation and management companies in states, CPSUs in the energy sector, renewable energy corporations/ authorities, ULBs	edX	6 weeks	₹14,318	Domain	Emerging Technology Synthesis
7	Sustainable Energy	Massachusetts Institute of Technology	Energy Sector in India- Towards Atma Nirbharta in Energy	Power sector distribution, transmission, generation and management companies in states, CPSUs in the energy sector, renewable energy corporations/ authorities, ULBs	edX	13 weeks	₹16,915	Domain	Sustainable Energy Infrastructure Design
8	Energy Economics and Policy	Massachusetts Institute of Technology	Energy Sector in India- Towards Atma Nirbharta in Energy	Power sector distribution, transmission, generation and management companies in states, CPSUs in the energy sector, renewable energy	edX	12 weeks	₹16,915	Domain	Economic Principles of Energy Markets

				corporations/ authorities, ULBs					
9	One Planet, One Ocean	SDG Academy	Environment, Environment at Impact Assessment (development projects), Climate Change (preparedness), Green Mobility	Renewable energy promotion and development roles, roles in environment and forest departments of states/ Union	edX	6 weeks	₹4,999	Domain	Climate-Resilient Development
10	Urban Rewilding: Restore Your Local Ecosystem	Wageningen University and Research	Environment, Environmental Impact Assessment (development projects), Climate Change (preparedness), Green Mobility	Renewable energy promotion and development roles, roles in environment and forest departments of states/ Union	edX	3 weeks	₹14,318	Domain	Sustainability Management
11	Sustainability in Action Strategy to Practices for Greener Future	Seoul National University	Environment, Environmental Impact Assessment (development projects), Climate Change (Preparedness), Green Mobility	Renewable energy promotion and development roles, roles in environment and forest departments of states/ Union	edX	8 weeks	₹4,575	Domain	Sustainability Management

12	Sustainable Trade	KU Leuven, Belgium	International Trade and Commerce	Commerce and Industrial development roles in state industries departments, industrial development corporations, export promotion roles in MSME departments, autonomous bodies in commerce and industry	edX	10 weeks	₹4,996	Domain	Sustainability Management
13	Stanford Online: Principles of Economics	Stanford Online	International Trade and Commerce	Commerce and Industrial development roles in state industries departments, industrial development corporations, export promotion roles in MSME departments, autonomous bodies in commerce and industry	edX	10 weeks	₹4,234	Domain	Economic Analysis and Decision-Making
14	International Business Environment and Global Strategy	IIM Bangalore	International Trade and Commerce	Commerce and Industrial development roles in state industries departments, industrial development corporations, export promotion roles in MSME departments,	edX	3 weeks	₹4,234	Functional	Marketing Strategy Development

				autonomous bodies in commerce and industry					
15	Leveraging Urban Mobility Disruptions to Create Better Cities	Massachusetts Institute of Technology	Urban Transport/ Urban Finance/ Urban Planning	ULB administrators/ Municipal Commissioners/State Urban Departments	edX	10 weeks	₹8,149	Domain	Innovation Management
16	MITx: Cities and Climate Change: Mitigation and Adaptation	Massachusetts Institute of Technology	Urban Transport/ Urban Finance/ Urban Planning	ULB administrators/ Municipal Commissioners /State Urban Departments	edX	12 weeks	₹4,165	Domain	Climate-Resilient Development
17	MITx: Transformative Living Labs in Urban Climate Action and Transportation Planning	Massachusetts Institute of Technology	Urban Transport/ Urban Finance/ Urban Planning	ULB administrators/ Municipal Commissioners/State Urban Departments	edX	6 weeks	₹4,250	Domain	Transport Management System Administration
18	Sustainable Soil Management: Soil for life	Wageningen University, Netherlands	Water Management/ Natural Resource Management Blue economy	Supply/ Provision/ Storage/ Recycling/ Treatment of Water-related roles in ULBs/RLBs/ state Govts/ Centre	edX	7 weeks	Free	Domain	Sustainability Management
19	Circular Economy: An Introduction	Delft University of Technology Netherlands	Water Management/ Natural Resource Management Blue economy	Supply/ Provision/ Storage/ Recycling/ Treatment of Water-related roles in ULBs/RLBs/ state Govts/ Centre	edX	11 weeks	₹11,771	Domain	Waste management and Resource Efficiency

20	Circular Economy for a Sustainable Built Environment	Delft University of Technology Netherlands	Water Management/Natural Resource Management Blue economy	Supply/ Provision/ Storage/ Recycling/ Treatment of Water-related roles in ULBs/RLBs/ state Govts/ Centre	edX	6 weeks	₹4,234	Domain	Waste management and Resource Efficiency
21	Waste Management and Critical Raw Materials	Delft University of Technology Netherlands	Water Management/Natural Resource Management Blue economy	Supply/ Provision/ Storage/ Recycling/ Treatment of Water-related roles in ULBs/RLBs/ state Govts/ Centre	edX	6 weeks	₹14,312	Domain	Waste management and Resource Efficiency
COURSES AVAILABE ON COURSERA PLATFORM (30)									
1	AI Strategy and Governance	University of Pennsylvania	Artificial Intelligence/ Machine Learning in Governance	Functional competency relevant in domains-energy, urban governance, public health and other departments managing large data systems	Coursera	10 Hrs	₹6,646	Functional	Citizen Centricity
2	Leadership Strategies for AI and Generative AI Specialization	Fractal Analytics	Artificial Intelligence/ Machine Learning in Governance	Functional competency relevant in domains-energy, urban governance, public health and other departments managing large data systems	Coursera	41 Hrs	₹8,244	Functional	Digital Fluency

3	Strategy and Game Theory for Management	IIM Ahmedabad	Competition Law/Corporate law/ Contract Laws/ Arbitration	Industrial and Infrastructure development roles in states and centre	Coursera	3 weeks	₹2,436	Behavioral	Strategic Leadership
4	Google Cybersecurity Professional Certificate	Google	Cybercrimes and cybersecurity	CISOs in Ministries/ Departments, roles in ICT project management	Coursera	165 Hrs	₹3,533	Domain	Cyber Security
5	Foundations of Cybersecurity	Google	Cybercrimes and cybersecurity	CISOs in Ministries/ Departments, roles in ICT project management	Coursera	14 Hrs	₹2,439	Domain	Cyber Security
6	Fundamentals of Data Analytics in the Public Sector with R	University of Michigan	Data driven decision making using data analytics	Key functional competency relevant to all policy roles in Ministries/ Departments	Coursera	1-3 Months	₹2,439	Functional	Data Analytics
7	Google Data Analytics Professional Certificate	Google	Data driven decision making using data analytics	Key functional competency relevant to all policy roles in Ministries/ Departments	Coursera	190 Hrs	₹3,533	Functional	Data Analytics
8	Advanced Digital Transformation	IIM Ahmedabad	Digital Governance & Emerging Technologies	IT/PSD roles in state and Central government	Coursera	80 Hrs	₹8,244	Functional	Digital Fluency
9	Emerging Technology Disruption, and AI	University of Illinois Urbana-Champaign	Digital Governance & Emerging Technologies	IT/PSD roles in state and Central government	Coursera	15 Hrs	₹2,439	Domain	Innovation Management

10	Global Energy and Climate Policy	University of London	Energy Sector in India-Towards Atma Nirbharta in Energy	Power Sector distribution, transmission, generation and management companies in states, CPSU s in the energy sector, renewable energy corporations/ authorities, ULBs	Coursera	1-3 Months	₹2,439	Domain	Climate Change Policy Design
11	Financial Management specialization	University of Illinois Urbana Champaign	Regulation and financial markets	Roles in regulatory bodies in the financial sector including regulatory bodies for real estate, power etc in states	Coursera	3 Months	₹4,963	Domain	Financial Statements Analysis
12	International Business Essentials Specialization	University of London	International Trade and Commerce	Commerce and Industrial development roles in state industries departments, department industrial corporations, export promotion roles in MSME departments, autonomous bodies in commerce and industry	Coursera	2 Months	₹12,366	Domain	Regulatory Compliance
13	Leadership Skills	IIM, Ahmedabad	Leadership, Communication, Decision Making & Ethics in Public Governance	Behavioral competency relevant for senior management roles in Union/ state Governments	Coursera	46 hours	₹2,500	Behavioral	Strategic Leadership

14	Project Management. Professional Certificate	Google	Project Management & Analysis: Project Appraisal	Senior management roles in CPSUs, infrastructure development corporations, SPSUs, ULBs	Coursera	6 Months	₹2,439	Functional	Project Management
15	Project Management and Planning Specialization	Johns Hopkins University	Project Management & Analysis: Project Appraisal	Senior management roles in CPSUs, infrastructure development corporations, SPSUs, ULBs	Coursera	3 months	₹8,234	Functional	Project Management
16	Assisting Public Sector Decision Makers with Policy Analysis	University of Michigan	Project Management & Analysis: Project Appraisal	Senior management roles in CPSUs, infrastructure development corporations, SPSUs, ULBs	Coursera	16 hours	₹4,117	Functional	Policy Architecture
17	Managing Major Engineering Projects	Leeds University	Project Management & Analysis: Project Appraisal	Senior management roles in CPSUs, infrastructure development corporations, SPSUs, ULBs	Coursera	2 Months	₹2,439	Domain	Business and Project Management
18	Financial Management specialization	Duke University	Public Financial Management	Public finance roles including state finance departments and allied bodies, ULBs	Coursera	2 months	₹8,234	Domain	Financial Statements Analysis
19	Negotiation Mediation and	ESSEC Business School	Strategic Negotiations	Commerce and Trade related roles: also, a key behavioral competency	Coursera	36 hours	₹8,244	Behavioral	Collaborative Leadership

	Conflict Resolution Specialization			relevant for senior management roles in government					
20	Successful Negotiation Essential Strategies and Skills	University of Michigan	Strategic Negotiations	Commerce and Trade related roles: also, a key behavioral competency relevant for senior management roles in government	Coursera	17 hours	₹2,500	Behavioral	Collaborative Leadership
21	Successful Negotiation Essential Strategies and Skills	University of Pennsylvania	Strategic Negotiations	Commerce and Trade related roles: also, a key behavioral competency relevant for senior management roles in government	Coursera	45 hours	₹8,244	Behavioral	Collaborative Leadership
22	Introduction to Negotiation: A Strategic Playbook for Becoming a principled & Persuasive Negotiator	Yale University	Strategic Negotiations	Commerce and Trade related roles: also, a key behavioral competency relevant for senior management roles in government	Coursera	33 hours	₹2,500	Behavioral	Collaborative Leadership
23	Health Informatics Specialization	John Hopkins University	Strengthening Public Health Systems	State Health Departments/MD-NHMs/Health Corporations/DMs-	Coursera	3 months (50 hrs.)	₹8,244	Domain	Data Analytics and information technology Management

				Collectors /PMJAY corporations					
24	Data and Health Indicators in Public Health Practice	John Hopkins University	Strengthening Public Health Systems	State Health Departments/MD-NHMs/Health Corporations/DMs-Collectors /PMJAY corporations	Coursera	24 hours	₹8,244	Functional	Data Analytics
25	Health for All Through Primary Health Care	John Hopkins University	Strengthening Public Health Systems	State Health Departments/MD-NHMs/Health Corporations/DMs-Collectors /PMJAY corporations	Coursera	60 hours	₹6,562	Functional	Government Program Formulation
26	Sustainable Transportation Networks and Streetscapes	John Hopkins University	Urban Transport/ Urban Finance/ Urban Planning	ULB Administrators/ Municipal Commissioners/ State Urban Departments	Coursera	1-4 Weeks	₹2,439	Domain	Integrated Transportation Planning
27	Municipal Solid Waste Management in Developing Countries	EPFL	Urban Transport/ Urban Finance/ Urban Planning	ULB Administrators/ Municipal Commissioners/ State Urban Departments	Coursera	22 hours	₹2,439	Domain	Waste management and Resource Efficiency
28	Sustainable Cities Specialization	Johns Hopkins University	Urban Transport/ Urban Finance/ Urban Planning	ULB Administrators/ Municipal Commissioners/ State Urban Departments	Coursera	1 month	₹4,122	Domain	Sustainable Development

29	Building Sustainable Cities Specialization	University of Colorado Boulder	Urban Transport/ Urban Finance/ Urban Planning	ULB Administrators/ Municipal Commissioners/ State Urban Departments	Coursera	3 Months	₹8,244	Domain	Sustainable Development
30	Sustainability and the Circular Economy	University of Colorado Boulder	Water Management/ Natural Resource Management Blue economy	Supply/ Provision/Storage/ Recycling/ Treatment of water- related roles in ULBs/RLBs/ State Govts/ Centre	Coursera	1-3 Months	₹2,439	Domain	Waste management and Resource Efficiency

No. 52-15/2024/CUS-Trg
Government of India
Department of Telecommunications
213, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi-110002
(Capacity Building and Training Division)

Dated: 26-07-2024

Office Memorandum

Subject: Competency Upskilling Scheme for DoT employees-reg.

Approval of Competent Authority is hereby conveyed in respect of roll out of "Competency Upskilling Scheme" in the Department of Telecommunications (DoT). This initiative marks a significant step forward in fostering a culture of continuous learning and professional development within our organization.

2. The Competency Upskilling Scheme has been designed to empower all officers and officials of DoT by providing them with opportunities to enhance their skills and bridge any existing competency gaps as per the Annual Capacity Building Plan (ACBP). The scheme aims to facilitate specialization and knowledge building in the relevant domains for DoT officers/officials through short term catalogued courses, in online/hybrid mode, from the reputed institutions.

3. Salient features of the schemes is as follows:

   a. All Group A & Group B employees of Technical as well as Finance & Accounts wings shall be eligible to claim reimbursement under this scheme against course/ registration/ examination fee of course completed.

   b. Reimbursement shall be limited to 50,000 rupees per officer per annum. However, within this financial limit, the officer may undertake more than one course in a year.

   c. The courses should be of short-term duration, not exceeding six months period.

   d. The institute chosen for undertaking the course should have the following ranking eligibility:
      i. For domestic institutes – National Institute Ranking Framework (NIRF) ranking upto 50.
      ii. International institutes – QS ranking upto 500
      iii. Institutes/courses sponsored by International organisation such as EU, ASEAN, APT, ITU etc. which are outside the purview of the QS ranking may also be allowed.

   e. Up to 50 officers will be permitted every quarter to pursue the courses of their choice out of 38 pre-selected domains. In case, a course falling outside of indicative domains approval may be given on case to case basis. If applications are received in excess, a 'waiting list' of officers will be

provisioned.

f. Courses, which are online or hybrid mode, in which physical presence of officer is not required in the training institutes, will be given preference.

g. Capacity building and Training (CBT) division of DoT shall be the nodal wing for implementation of the scheme.

h. The officer, desirous of undertaking a course under this scheme, shall submit application as per the given format in Appendix -A to the CBT Division DoT Hq at least 30 days before the commencement of programme and in case of any relaxation sought in respect of domain/Institute/Platform at least 45 Days before the commencement of course.

i. Approval letter from CBT division of DoT is mandatory pre-requisite before enrolment in the course.

j. Reimbursement scheme benefit will be granted only after submission of proof of successful completion of the course. No reimbursement shall be made against any failed attempt.

k. Application process, for courses starting in a quarter, shall commence from first day of the month preceding that quarter. For example, officers may apply for the courses starting during Q3 of 2024-25, from 01-09-2024 onwards.

4. This scheme will be implemented in DoT w.e.f. Q3 of 2024-25 i.e. from Oct 2024. Accordingly, all eligible officers may apply for the courses. The detailed scheme document is attached herewith.

5. Duly filled application, as per the given format at Appendix-A, for applying courses under this scheme may be forwarded by the officers after obtaining requisite approval from their office, to the CB&T Division by the defined timeline as mentioned in para 3(h).

This issues with the approval of Competent Authority.

Signed by Prakash Dangi
Date: 26-07-2024 12:50:08
(Prakash Dangi)
ADG (Training), DoT HQ
Tel. 011-23210291

Encl: As above.

To,
All DoT officers/officials.

Copy to

1. PSO to Secretary (T), DoT HQ, Sanchar Bhawan, New Delhi.
2. Sr. PPS to Member (S)/ Member(T)/ Member (F), DCC, DoT HQ, Sanchar Bhawan, New Delhi.
3. Sr. PPS to AS (T), DoT HQ, Sanchar Bhawan, New Delhi.
4. DG (Telecom), DoT Hq, Sanchar Bhawan, New Delhi.

5. CGCA, DoT.
6. Wireless Advisor, DoT Hq, Sanchar Bhawan, New Delhi.
7. Administrator (USOF).
8. CVO, DoT Hq.
9. DG (NTIPRIT), Ghaziabad.
10. DG NICF, Ghitorni.
11. Head of WMTDC.
12. Sr. DDG (NCCS).
13. Sr. DDG TEC/ Sr. DDG (Pers)/ Sr. DDG (PG), DoT Hq.
14. All DDGs/ JS (T)/ JS (A) / JWAs of DoT Hq.
15. Head of all LSAs/CCAs and other field offices of DoT- for circulation of the scheme among all employees.
16. Office copy.

Appendix-A

Application Performa

A. Details of officer being nominated

Name	
Designation	
Staff No	
Service/ Cadre, Allotment Year	
Email & Mobile No.	
Place of posting/Office	
Position, Role, activity, competencies (FRACing)- as per the ACBP	Separate Sheet may be attached
Areas of Interest (as entered in Sanchar VHR)	
Name of Controlling Officer	
Designation of Controlling officer	
Email & mobile no. of Controlling officer	
Name of the Course proposed to be undertaken	
Copy of the public advertisement of the course (website screenshot/email etc.)	
Duration of Course	
Mode of Training (Online/Hybrid/other)	
If physical attendance required, how many days of absence from office is envisaged?	
Institute/Organization/Platform conducting the Course	
NIRF or QS ranking of the Institute	
Knowledge domain of the Course as per para 4.1	
If the relaxation is sought against knowledge domains (mentioned in para 4.1) , or the Organization/Platform (mentioned in para 5.1), detailed justification	Separate Sheet may be attached
Likely date of Start and completion	
Actual Course Amount(including taxes and all other charges)	

Explain, how the course would be helpful (100 words) in bridging the competency gap of the officer	Separate Sheet may be attached

Signature of applicant

B. Details of Head of Unit

Name of Head of Unit	
Designation & Office	
Email ID	
Phone number (Office & mobile)	
Training Justification and recommendation remarks (Compulsory)	

(Stamp & Signature of the Head of Unit)

Date:

Competency Upskilling Scheme for DoT employees

1.0   Background

Communication technologies has grown to be an essential infrastructure for socioeconomic development in an increasingly knowledge intensive world. The reach of telecom services to all parts of the country is integral to development of an innovative and technologically driven society. The Department of Telecommunications (DoT) is playing a vital role in the development of Information & Communication Technology (ICT) facilities in India.

The telecom landscape is constantly changing with new technologies like 5G, Artificial Intelligence (AI), and Internet of Things (IoT), emerging Technologies etc. These new technologies pose policy and regulatory challenges. DoT officers need to understand these advancements to effectively regulate the sector and make informed decisions. In the present fast changing technological world, it is essential for the employees of DoT to develop professionally and learn new technologies/skills on a continuous basis. Upskilled officers can address issues like data/telecom network security, spectrum management, and emerging technologies more effectively. An appropriate learning Culture in the Department will enhances productivity as well as it also keeps the employees motivated.

1.2   National Training Policy-2012 issued by DoP&T vide OM 12021/8/2011/Trg.I dated 19.1.2012 vide para 4.3 states that "*The opportunities for training will not be restricted only at mandated points in a career but will be available to meet needs as they arise through a mix of conventional courses, distance and e-learning*". Para 6.1(v) of the policy requires the *Training Institutes to assimilate technologies with a view to enabling learning anywhere, anytime for their clients*. Considering importance of the need for continual knowledge upgradation, DoP&T vide its OM No. 1/5/2017-Estt (Pay-I) dated 15.03.2019 and 16.09.2022 allowed one time lump-sum incentive for acquiring fresh higher qualification by a Government employee for the courses in the fields that are directly relevant to the employee's job.

1.3   However, there are certain technologies and other areas in today's world which are very much relevant for DoT in order to keep pace with changes in the technological world, but may not fall within the scope of higher education or the Department may not find it convenient to spare the employees for undergoing a full time training of such courses. Nowadays, various platforms /institution providing upskilling courses and the knowledge of such areas can be conveniently acquired by joining relevant courses through such platforms/Institutes in online/offline/hybrid mode. Accordingly, this Upskilling Reimbursement Scheme is meant to work as enabler of Self Learning for the employees of DoT.

2.0 Introduction

DoT plays a key role in formulating policies for telecom services, broadband access, and digital inclusion etc. Staying updated on technological advancements in ICT will empower DoT officers/officials to effectively regulate the telecom sector, promote innovation, and safeguard consumer interests in the ever-changing digital landscape. Apart from acquiring higher qualifications in the fields that are directly relevant to the job, all employees of the Department require at least some awareness on emerging technologies such as Mobile/Network Security, Internet of Things, Artificial Intelligence, Machine Learning, Block Chain Data Science, Cloud Computing, Cyber security, generative Addl. Info, etc. This scheme aims to facilitate and motivate all employees of the department to learn and upgrade themselves in the new technologies/domains through various means.

2.2   Under the ambit of Mission Karmayogi, Annual Capacity Building Plan of Department of Telecommunications, is implemented which includes the Training Intervention to bridge the competency gaps of the individuals. Individual Competency gaps of the officers of DoT have been assessed as part of implementation of Mission Karmayogi which can be addressed either through trainings imparted by Training Institutes or through Self-Learning through undertaking the courses of the interest and relevance of the officer. This scheme will provide an impetus to self-learning culture of the officers/officials of DoT to bridge the competency gap.

2.3   There are many online platforms/institutes/organizations available now a day which provide short term courses in various emerging technologies and other fields of Information Communication Technology (ICT). Many of these courses are relevant to the employees of DoT for their up skilling. The upskilling courses will also provide varieties of experience and exposure from renowned professionals & institutions around the globe. Further, many times, these courses are also self-paced type and can be done from anywhere.

3.0 Scope & Applicability
    3.1   This scheme shall be named as **"Competency Upskilling Scheme for DoT employees"** and shall be effective from_____.

    3.2   The scheme aims to facilitate specialisation and knowledge building in the relevant domains for DoT officers/officials through short term catalogued courses from the reputed institutions.

3.3 All Group A & Group B employees of Technical as well as Finance & Accounts wings shall be eligible to claim benefits under reimbursement scheme against course/ registration/ examination fee of course completed.

3.4 Periodic review of the scheme shall be carried out every quarter, after the implementation, by Capacity Building Unit (CBU) constituted in DoT. CBU shall suggest improvements & course corrections, if any.

3.5 Up to 50 officers will be permitted every quarter to pursue the courses of their choice. If applications are received in excess, concerned controlling divisions may keep a 'waiting list' of officers.

3.6 Courses, which are online or hybrid mode, in which physical presence of officer is not required in the training institutes, will be given preference.

3.7 Course directly helping in bridging the competency gap of the officer as per his current role and position as reflected Annual Capacity Building Plan will be given priority.

3.8 NTIPRIT/NICF/WMTDC may take up in-house training on select topics to supplement the knowledge acquired by employees attending various courses under this scheme.

4.0 Eligible Knowledge Domains

4.1. The courses on the following knowledge domains shall be eligible for reimbursement under this scheme:

1. Advanced Wireline/wireless communication Technologies
2. Artificial Intelligence
3. Auction Designs
4. Auditing Techniques
5. Block Chain and Distributed Ledger Technology
6. Change Management
7. Cyber law & regulation
8. Cyber security
9. Cloud & Edge Computing
10. Data Analytics, Big Data, Evidence
11. Data Science
12. EMF radiation
13. Finance & Accounting
14. Financial Management
15. FinTech
16. Forensics/Digital Investigations
17. HR Management and Tools
18. Impact Assessment
19. Information Security
20. Internet of Things
21. IPR Issues

22. Licensing & regulation
23. Leadership
24. Machine Learning
25. Mobile & telecom Network Security
26. Negotiations
27. Optical Fibre Communication/ Network
28. Personal Data Protection & Privacy issues
29. Procurement & Budgeting
30. Public Private Partnership
31. Public Policy
32. Project Management
33. Quantum Computing
34. Revenue Assurance/ Revenue Management
35. Satellite Communication
36. Spectrum Management
37. Strategic Management
38. Technology Management & Innovation

* The domains are mentioned in alphabetical order and do not indicate any priority.

4.2   In case, any officer wants to undertake a course not falling in above domains and the course is relevant to his duties, approval may be given on case to case basis after obtaining approval from the competent authority by the CBT Division, DoT HQ.

4.3   CBU may suggest amendment of the above list or provision of the schemes for obtaining the approval of Secretary (T) during review. However, in case a domain is removed, the employees already enrolled shall be eligible for reimbursement.

5.0 Eligible learning platforms/ Institutes/Organizations

5.1   The institute chosen for undertaking the course should have the following ranking eligibility:

a) For domestic institutes – National Institute Ranking Framework   (NIRF) ranking upto 50.

b) International institutes – QS ranking upto 500

c) Institutes/courses sponsored by International organisation such as EU, ASEAN, APT, ITU etc. which are outside the purview of the QS ranking may also be allowed.

5.2   Only the catalogued courses, which are published by the above institutions/organizations in public domain shall be allowed to be undertaken.

5.3 In case, any employee wants to undertake a course on any platform/organization other than as mentioned above and the course is relevant to role/position of the officer, prior approval from CBT division of DOT will be required on case to case basis.

6.0 Implementation & Procedure for joining the course

6.1 CBT division of DOT shall be the nodal wing for implementation of the scheme.

6.2 CBT division of DOT shall prepare the annual budgetary estimate under this scheme for allocation of funds for implementation of the scheme. Presently this scheme will be funded from the budget grant allocated to CBT division of DOT.

6.3 Application process, for courses starting in a quarter, shall commence from first day of the month preceding that quarter. For example, officers may apply for the courses starting during Q-2 of 2024-25, from 01-06-2024 onwards.

6.4 Prior permission/ approval is required for undertaking courses under this scheme from CBT division of DOT

6.5 The officer, desirous of undertaking a course under this scheme, shall give a prior intimation to CBT Division at least 30 days before the commencement of programme and in case of any relaxation sought in respect of domain/Institute/Platform at least 45 Days, with a copy to the Controlling officer and respective Training Institute in Performa at *Appendix-A*. Approval letter from CBT division of DOT is mandatory pre-requisite before enrolment in the course.

6.6 CBT Division may seek clarifications within ten working days of the receipt of intimation from the employee regarding any doubt or clarity required in respect of falling of the course in the eligible knowledge domains (mentioned in para 4.1) and/or regarding eligible online learning platforms/institutes/organizations (mentioned in para 5.1).

6.7 The officer will proceed with the course, only upon receipt of the approval from CBT Division DoT HQ. In case any employee desires to take up a course, not falling in the eligible knowledge domains (mentioned in para 4.1) and/or eligible online learning platforms/Institutes (mentioned in para 5.1), prior concurrence of CBT Division along with approval of Competent authority (para 4.2) is necessarily required, before enrolment / registration of the course, for reimbursement of the course fee under this scheme.

6.8   In case clarifications have been sought regarding course areas and/or online learning platform, the employee may furnish clarifications within seven working days to the CBT Division for further consideration by the competent authority. However, CBT Division shall make efforts to convey approval/dis-approval within one-month time.

6.9   Communications pertaining to this scheme shall be made through official email IDs of concerned officials.

7.0 General conditions/guidelines

7.1   The courses should be of short term duration, not exceeding six months' period.

7.2   Mandatory examination/assessment process after completion of the course is a mandatory pre-requisite of any course to be opted under this scheme.

7.3   The reimbursement shall not be admissible where the government servant is sponsored by the government or he/she avails study leave for acquiring the qualification.

7.4   The quantum of reimbursement will be uniform for all posts irrespective of pay level.

7.5   Reimbursement shall be limited to 50,000 rupees per officer per annum. However, within this financial limit, the officer may undertake more than one course in a year.

7.6   Reimbursement scheme benefit will be granted only after submission of proof of successful completion of the course. No reimbursement shall be made against any failed attempt. The claim for reimbursement can be submitted only after successful completion of the course, not in the intermediate stages.

7.7   Training Institutes or CBT Division may require any officer who has claimed reimbursement to make a webinar presentation, if such need is felt.

8.0 Amount & Procedure for reimbursement

8.1   Expenditure under this scheme shall be met from budget grant allotted to CBT division, DoT.

8.2   The reimbursement amount shall be upto Rs. 50,000/- per officer per annum or the actual fee of the course(s), whichever is less.

8.3   The reimbursement shall include Registration fee, Course fee & Examination fee.

8.4   The claim request must be submitted within 3 months of the course completion date to be eligible for reimbursement under this scheme. CBT division, DoT shall ensure that all efforts to are made to settle claims within one month of its receipt subject to availability of funds. In case of budgetary constraints, the reimbursement claims filed within the stipulated timeframe shall be settled as and when requisite budget is available.

8.5   The reimbursement will be subject to successful completion of course requirements and submission of self-attested copies of the following as applicable:

      a. all mark sheets

      b. Course completion certificate

      c. Valid proof of fee payment (e.g. Bank account statement/ credit card statement/ invoice statement)

8.6   For certifications where international currency is involved, the currency conversion value on the date of fee payment by employee shall be considered.

8.7   The Performa for reimbursement shall be as per *Appendix-B.*

Application Performa

A. Details of officer being nominated

Name	
Designation	
Staff No	
Service/ Cadre, Allotment Year	
Email & Mobile No.	
Place of posting/Office	
Position, Role, activity, competencies (FRACing)- as per the ACBP	Separate Sheet may be attached
Areas of Interest (as entered in Sanchar VHR)	
Name of Controlling Officer	
Designation of Controlling officer	
Email & mobile no. of Controlling officer	
Name of the Course proposed to be undertaken	
Copy of the public advertisement of the course (website screenshot/email etc.)	
Duration of Course	
Mode of Training (Online/Hybrid/other)	
If physical attendance required, how many days of absence from office is envisaged?	
Institute/Organization/Platform conducting the Course	
NIRF or QS ranking of the Institute	
Knowledge domain of the Course as per para 4.1	
If the relaxation is sought against knowledge domains (mentioned in para 4.1) , or the Organization/Platform (mentioned in para 5.1), detailed justification	Separate Sheet may be attached
Likely date of Start and completion	
Actual Course Amount(including taxes and all other charges)	
Explain, how the course would be helpful (100 words) in bridging the competency gap of the officer	Separate Sheet may be attached

Signature of applicant

B. Details of Head of Unit

Name of Head of Unit	
Designation & Office	
Email ID	
Phone number (Office & mobile)	
Training Justification and recommendation remarks (Compulsory)	

(Stamp & Signature of the Head of Unit)

Date:

Reimbursement Claim Performa

Name	
Designation	
Staff No	
Service	
Name of the Course Undertaken	
Area of the Course	
Mode of Training	(Online/Hybrid/Offline)
Prior intimation acknowledgment reference	
Reimbursement Amount	
Details of Salary Account	Account No: IFSC: Bank Name:
For certifications where international currency is involved, the currency conversion value on the date of fee payment	
Course Completion Certificate	To be attached
Marks sheets	To be attached ,as applicable
Valid Proof of fee payment (e.g. Bank account statement/ credit card statement/ invoice statement of online platform)	To be attached
Cumulative amount of reimbursement claimed during the current financial year, excluding the present claim	

I certify that I have completed the said course. The domain area of the course & platform/institutes used are as per para 4.1 & para 5.1 of the scheme respectively and I have obtained prior approval from CBT Division for the same (attach copy of approval) along with relaxation (if applicable) from the concerned Training Institute.

Signature

Designation:

Office/Unit Name:

Contact Number: