

CORPORATE OFFICE

Training Cell,
Room No. 220, Eastern Court,
Janpath, New Delhi-110001
E-mail: co.trainingcell@gmail.com



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNLCO-TRG/26(11)/2/2021-TRAINING-Part(2)

Dated: 23/02/2023

To

**The All Head of the Circles,
All Head of the Units,
BSNL**

Subject: - Utilization of iGoT Karmayogi portal for competency development.

Mission Karmayogi program has been launched for Employees' Capacity building with aim to create a "customer – centric" Service and to train employees with right attitude, skills and knowledge aligned to the vision of New India. Backbone of Mission Karmayogi i.e. iGoT portal, is an integrated Government online training and learning platform, developed under Mission Karmayogi with an objective of building the capacity of employees not only to perform their day to day functions more 'efficiently but also to adopt to the changing requirement of the modern era Technology, challenges and customer centricity.

2. At present, iGoT portal is under evolution phase but several, very useful training courses have been hosted on iGoT portal.

3. Training Section, BSNL CO, has identified few such courses meeting the competency requirement of our employees/officers working in different units of BSNL. A list of such courses is attached at **Annexure-I**. These courses have been developed by Subject Matter Experts of BSNL, ISTM, GeM, IIPA, Ministry of Expenditure NTIPRIT etc. with high quality of standards. These courses will be very helpful in capacity building of our employees/officers. CMD BSNL has directed that each officer of BSNL must immediately start using the training courses available on iGoT for their Capacity Building.

4. Accordingly, it is requested that every individual executives must register himself/herself on iGoT portal and enroll himself/herself for relevant courses of his/her choice on iGoT portal. CMD BSNL has desired that under Mission Karmayogi every executive must complete minimum of one courses available on iGoT, before 31st march 2023.

5. You are requested to issue suitable direction to the officers posted in Circle Offices / BA /OA in this regard. CGM ALTTC, Ghaziabad shall be Nodal Officer for monitoring the progress of training through iGoT portal. A weekly progress report in the prescribed format attached at **Annexure-II**, may be sent to CGM, ALTTC on email id **cgm_alttc@bsnl.co.in** on every Friday, positively.

This is issued with the approval of Competent Authority.


23/1/2023
(Samita Luthra)
GM (Training)
BSNL CO

Copy to: -

1. PPS to CMD, BSNL CO for kind information please.
2. PPS to Director (HR) BSNL CO for kind information please.
3. CGM (ALTTC), GZB for kind information & for submitting report fortnightly to BSNL CO on e-mail id co.trainingcell@gmail.com

Annexure - I

S. No.	Topic	Faculty	Target Cadre
Trainings developed by BSNL			
1	Power Plant Introduction and Maintenance	CFA	JE and Above
2	Subscriber Line Testing	CFA	JE and Above
3	Under Ground Cable in BSNL	CFA	JE and Above
4	GSM RF Channels	Mobile	JTO and Above
5	SDH Technology Introduction	Transmission	JTO and Above
6	Introduction to E-Office	IT	JTO and Above
7	H.248/Megaco	Transmission	JTO and Above
8	Digital Literacy	IT	JTO and Above
9	CDR Clarity	IT	JTO and Above
10	New tax Regime	Accounts	All Cadre
11	Contract Labour Act and other labour laws	Accounts	All Cadre
12	Consumer Psycho'ogy	EB	JTO and Above
13	Broadband ADSL Modem Configuration.	BB	JE and Above
14	Wi-Fi Security.	BB	JE and Above
15	DSL Line Parameters.	BB	JE and Above
16	FTTH Maintenance wrt ONT for Subscriber premises (including ONT configuration) and wrt OLT	OFC	JTO and Above
17	Optical Fiber Jointing	OFC	JE and Above
18	Function of Base Station, Connectivity and Position in the network.	Mobile	JE and Above
19	Infrastructure at BTS Site.	Mobile	JE and Above
20	BTS Hardware.	Mobile	JE and Above
21	Common faults in BTS and Rectification.	Mobile	JE and Above
22	SWR Measurement and Fault Localization.	Mobile	JTO and Above
Other Organizations			
1	Audit and Inspection of Internet Service Providers (ISPs)	Accounts	JAO and above
2	Bill Passing _Imprest_Accounts _Audit Inspection	Accounts	JAO and above
3	Govt. Accounting System	Accounts	JAO and above
4	Identity-Authentication-Authorization-Accounting	Accounts	JAO and above

5	Understanding Financial Position of an organization	Accounts	AO and above
6	Understanding the Telecommunications Licensing regime	Admin	AGM and above
7	Annual performance appraisal report (APAR)	Admin/HR	JTO and above
8	Appeal revision and review	Admin/HR	JTO and above
9	Central government health scheme (CGHS) & central services medical attendance (CSMA) rules	Admin/HR	JTO and above
10	Code of conduct for Govt. Employee	Admin/HR	All cadre
11	Development of attitude, knowledge, skill for holistic transformation in administration (dakshta)	Admin/HR	JTO and above
12	Effective communication	Admin/HR	All cadre
13	Foundation training program - teaser	Admin/HR	JTO and above
14	Fundamental rules (FR) and supplementary rules (SR)	Admin/HR	JTO and above
15	Noting & drafting	Admin/HR	JTO and above
16	Office procedure	Admin/HR	All cadre
17	Parliamentary procedures	Admin, HR	
18	Pensionary benefits	Admin/HR	AGM and above
19	Preparation and maintenance of reservation rosters	Admin/HR	JTO and above
20	Preparation of cabinet notes	Admin/HR	JTO and above
21	Prevention of sexual harassment of women at workplace	Admin/HR	JTO and above
22	Reform initiatives of government of India	Admin/HR	JTO and above
23	Right to information act, 2005 - part 1	Admin/HR	JTO and above
24	Right to information act, 2005 - part 2	Admin/HR	JTO and above
25	Self-Leadership	Admin/HR	JTO and above
26	Stress Management	Admin/HR	All cadre
27	Understanding Motivation	Admin/HR	All cadre
28	How to develop content for iGoT Karmayogi platform	All Cadre	All cadre
29	Disaster Management - Role of Telecommunications	CFA, Mobile	JTO and Above
30	Trusted Sources Framework for Telecom Network Equipment	CFA, Mobile	JTO and above
31	Budget	Finance	JTO and above
32	Pay fixation	Finance	JTO and above
33	Identity-Authentication-Authorization-Accounting	IT	JTO and above

34	Prime Minister's Wi-Fi Access Network Interface (PM-Wani)	IT	JTO and above
35	Securing End User Devices in Government Departments	IT	JTO and above
36	Trusted Sources Framework for Telecom Network Equipment	IT	AGM and above
37	Basics of e-governance & digital India	MM, Works	JTO and above
38	Bid Participation	MM, Works	All cadre
39	Government e marketplace	MM, Works	JTO and above
40	Introduction to gem for buyers	MM, Works	JTO and above
41	Introduction to government e-marketplace	MM, Works	JTO and above
42	Introduction to sellers & service provider	MM, Works	JTO and above
43	Invoicing and payment process	MM, Works	JTO and above
44	Invoicing and Payment Processing for sellers on the GeM portal	MM, Works	JAO and above
45	Mode of Procurement (Product)	MM, Works	All cadre
46	Mode of Procurement (Service)	MM, Works	All cadre
47	Payment process for buyers	MM, Works	JTO and above
48	Procurement Process	MM, Works	All cadre
49	Public procurement framework of GoI	MM, Works	JTO and above
50	Registration of buyers	MM, Works	JTO and above
51	Vendor registration	MM, Works	JTO and above
52	5G Core Network Architecture	Mobile	JTO and above
53	5G Identities	Mobile	JTO and above
54	5G New Radio Frame Structure	Mobile	AGM and above
55	5G New Radio Spectrum Related Aspects	Mobile	AGM and above
56	5G Quality of Service	Mobile	JTO and above
57	5G Usage Scenarios and its Key Capabilities	Mobile	JTO and Above
58	Dynamic Spectrum Sharing (DSS)	Mobile	AGM and above
59	Evolution from 1G to 5G Mobile Communications	Mobile	JTO and above
60	Geographical information system	Mobile	JTO and above
61	Information Security Basics	Mobile	JTO and above
62	Introduction to emerging technologies	Mobile	JTO and above
63	Lawful Interception Architecture of 5G	Mobile	AGM and above
64	Massive MIMO and Beam Forming	Mobile	JTO and above
65	Open Radio Access Network (O-RAN)	Mobile	JTO and above
66	Understanding the telecommunications licensing regime	Mobile	JTO and above
67	PM Gatishakti	Transmission	JTO and above

Report on Utilization of iGoT portal

Name of the Circle:

Sr. No.	BA wise count of working executives	No. of executives Registered on iGoT platform	Percentage of executives pending for registration on iGoT platform	No. of executives enrolled for at least one training course on iGoT platform	No. of executives completed at least 01 Training on iGoT platform	Percentage of executives pending for completion of training on iGoT platform
	A	B	$C = (A-B)\%/A$	D	E	$F = (A-E)\%/A$
1						

Details of Trainings completed may be provided in following format as an Annexure of above report.

Sr. No.	Name of the Officer/Official and HRMS No.	Designation	Name of Course(s) Completed