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

No. 32-27/04/Trg/Pt-VII

Dated: 5th May, 2011

To

Chief General Managers

All Territorial Circles / Non-Territorial Circles/Metro Districts & Other Administrative Units.

Sub: Mandatory Training under Executive Promotion Policy- Change of mode – regarding.

MESSAGE FROM DIR[HR], BSNL BOARD

With a sense of extreme pleasure, I welcome you on board in the migration process of provision of Mandatory Trainings to our officers from classroom mode to e-mode.

This is an outcome of extensive efforts from the training fraternity of BSNL and offers great potential in terms of ease of learning and that too with optimum resource utilization & costs.

I have no doubt that with the support and co-operation from all concerned, this path breaking initiative will usher in a new era of learning in BSNL.

Dated: 05.05.2011

*- Sd/-
A.K. Garg
Director(HR)*

1. This is in continuation of this office letter of even number dated 11-02-2011 whereby we have communicated the decision of the management for migration of such mandatory trainings from class room mode to e-mode w.e.f. April, 2011.
2. We are pleased to inform that the gigantic task of digitization of complete contents for every level of scale- upgradation for each of the operational streams and business verticals have almost been completed. More than 250 Subject Matter Experts (SMEs) across the country have pooled in their efforts in digitizing more than 600 sessions/lectures. Contents of each of the lecture/session have been compiled in 3 modes-Text/Handout, Power Point Presentations & Video Sessions.
3. For each level of scale upgradation- the contents have been presented into 2 CDs; one containing the “Core- Domain Module” and the other having “Management Module”.
4. The sets of these two CDs, would be given to each of the officer at the time of his/her upgradation by the respective Admin/HR wing of the field unit. The assigned Training centres for each of the field unit **(Annex-I)** would be nodal point for handing over Master CDs to the respective Admin/HR wings which would then replicate these in desired quantum and hand over to concerned officers, along with the copy of the instructions/guidelines **(Annex-II & III)**
5. At the field level, we may have officers who have had their scale up -gradations some time back, but have not undergone their mandatory training. These officers will also fall into this new system and will need to be given the CDs/guidelines accordingly.

...2/-

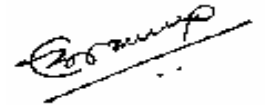
6. We are confident that this migration from class room to new mode of learning under the Executive Promotion Policy will not only provide easy accessibility of the content/material to each of the officer but will also help him/her self pace the learning within a large span of two years. The option of choosing his/her own time frame for appearing in the on-line examination at the nearest training centre for successful completion of training will further add to convenience. The support and availability of the lists of Subject Matter Experts (SMEs) for various lectures/sessions will have a soothing and empowering influence on the officers in this new mode of learning.

7. The corresponding IT support systems-like self registration, choosing slots for examination, feedback, assistance, complaint, mock tests, on line availability of material, on-line examination etc. all have been parallelly put in place on the site (<http://training.bsnl.co.in>). This makes it a country wide homogenous and transparent system for all streams / levels of our officers under EPP.

8. Various training centres should be empowered, facilitated and encouraged to play the nodal support roles for their respective circle assignments.

9. At the end, we offer this product and process to our officers with sincere hopes that this would set in a positive paradigm shift in the way we learn and update ourselves.

10. The Training fraternity of BSNL would be grateful for positive suggestions & support, in making this implementation smooth, effective and enjoyable.



(Neeraj Verma)
GM (Trg)

Encls:

1. Assignment of Training Centres to various circles (Annexure-1)
2. Standard Template letter (Annexure – II) along with detailed Instructions / guidelines to be handed over to the upgraded officers at the time of scale up-gradation (Annexure – III)

Part A - Instructions for the Trainees to use the CDs

Part B – CTMS Online Upgradation Page.

Part C – Learning/Logistical support.

Part D – On-line Examination.

Copy for necessary action:- ALL TRAINING CENTRES: To ensure handing over of master CDs to Circle Administration and be the nodal interface for smooth implementation.

Copy for information to:

1. CMD, BSNL
2. All functional Directors, BSNL Board
3. Executive Directors, BSNL
4. PGM(FP) / PGM(Civil) / PGM(Elect) / PGM(Arch) / Sr.GM(Pers) / Sr.GM(Estt)/ Sr. GM(TF), BSNL CO

Copy for information/wide circulation to:

1. Sr. GM(SR), BSNL CO
2. General Secretaries, All Associations

Annexure -I		
S.No	Training Centers	Assigned Circles
1	ALTTC, GHAZIABAD	UP West, Uttaranchal, BSNL CO
2	BRBRAITT, JABALPUR	MP, Inspection Circle
3	ARTTC, RANCHI	Jharkhand , Bihar
4	RGMTTC, CHENNAI	Tamilnadu, A & N, STP, STR
5	RTTC, AHMEDABAD	Gujarat, WTP, WTR
6	RTTC, BHUBANESWAR	Orissa
7	RTTC, CHENNAI	Chennai TD
8	RTTC, GUWAHATI	Assam, NE-I, NE-II, NETF, Telecom Stores
9	RTTC, HYDERABAD	Andhra Pradesh
10	RTTC, JAIPUR	Rajasthan,
11	RTTC, KALYANI	WestBengal, Kolkata TD, ETP, ETR, TF Kolkata
12	RTTC, LUCKNOW	UP East, DNW, NTP, NTR
13	RTTC, MYSORE	Karnataka, QA
14	RTTC, NAGPUR	Maharashtra, Chattisgarh , T & D
15	RTTC, PUNE	ITPC Pune, TF Mumbai, WTR, WTP
16	RTTC, RAJPURA	Punjab, Haryana, HP, J&K
17	RTTC, THIRUVANANTHPURAM	Kerala, STP, STR
	Note - The territorial circles which have their own CTTCs, (but not RTTCs) can also designate their CTTCs as their nodal points for this training.	



ANNEXURE II

Bharat Sanchar Nigam Limited

(A Government of India Enterprise)

LETTER to UPGRADED OFFICER – TEMPLATE to be USED by FIELD HR UNIT

No.

Dated:.....

To: (Officer Name and Designation)

Sub: Your upgradation in IDA scale

We are pleased to inform you that you have been successfully upgraded from _____ to _____ in accordance with the Executive Promotion policy for Group 'B' officers notified vide. letter no. 400-61/2004-Pers.1 dated 18.1.2007.

As per the stipulations of the policy, every Executive whose pay is upgraded to next higher IDA pay scale have to compulsorily undergo Two weeks of training (one week in administration/Management/ Customer Care and One week in latest developments in Core Competence Area) for being eligible for drawal of SECOND increment in the upgraded IDA scale, i.e. the training is to be completed within a period of two years from the date of the upgradation to the higher scale. The Executive who fails to successfully undergo the prescribed Two weeks training will not be eligible for consideration of next IDA Scale upgradation even if he/she is due for upgradation otherwise.

Please be informed that w.e.f. 1.04.11, the required training is being provided through electronic media based learning for all type of upgradation courses followed by an online examination, to be successfully completed within two years from the date of upgradation to the higher scale. Please find enclosed with this letter

a) _____ (enter no.) CDs containing the relevant training material for every topic. The training material is in the form of Text documents, Presentation documents and recorded webinars. Learning through the means of these CDs should encourage you to upgrade your skills through your self-involvement in the training exercise, supplemented by an IT environment.

b) An **Instruction Sheet** (Annex III) that will give you detailed guidance on the following aspects of training:

- Part A- Instruction to use the CDS
- Part B - Your CTMS Interface- CTMS Page for Online Upgradation Training.
- Part C – Learning/Logistical Support Provided from
 - o Subject Matter Experts (SMEs).
 - o Training Centres
 - o Training Cell, BSNL CO
- Part D - Instructions for online examination.

In case of any clarification/doubt/suggestion/feedback, the following designated RTTC will be nodal agency and single point of contact (SPOC) officer.

RTTC-----NAME OF OFFICER-----CONTACT NO-----

Yours truly,

INSTRUCTION SHEET
MANDATORY TRAINING THROUGH ELECTRONIC MEDIA AND ON LINE EXAMINATIONS

PART A - Instructions for the Trainees to Use The CDs

- 2 CDs have been provided. One for the Core topics and another one for Management topics.
- Insert the CD into the CD drive and the following window will popup.



Figure-1

- Click on the button to see the index page as shown below (Figure-1) The below window is for CFA

 E1- E2 Consumer Fixed Access (CFA) Core Topics			
1.Text in pdf format for each Chapter 2.Power Point in pdf format for each Chapter 3.Webinars for each Chapter			
<i>To read the pdf documents , install Pdf reader by clicking the Pdf icon  PDF reader should be installed to read the text and ppt</i>			
Chapter 1 Packet Switching	Text	Power point	Webinar
Chapter 2 Routing Principle	Text	Power point	Webinar
Chapter 3 BB & MP	Text	Power point	Webinar 1 2
Chapter 4 IPv6	Text	Power point	Webinar
Chapter 5 MPLS VPN.	Text	Power point	Webinar
Chapter 6 NGN & IPTAX.	Text	Power point	Webinar
Chapter 7A SIP	Text	Power point	Webinar
Chapter 7B IMS	Text	Power point	Webinar
Chapter 8 SSTP	Text	Power point	Webinar 1 2
Chapter 9 Landline VAS	Text	Power point	Webinar 1 2
Chapter10 PCO Retention.	Text	Power point	Webinar
Chapter11CDR Billing	Text	Power point	Webinar
Chapter12 Udaan & Dosti.	Text	Power point	Webinar
Chapter13 Project Sanchay.	Text	Power point	Webinar
Chapter14 NGSDH & MSPP.	Text	Power point	Webinar
Chapter15 DWDM.	Text	Power point	Webinar
Chapter16 FTTH_NGPN.	Text	Power point	Webinar

(Figure-2)

- First column of Figure-2 shows all the chapter names against each chapter.
- When you click on Text, text document in pdf will be opened.

- When you click on Power point, power point document in pdf will be opened.
- When you click on Webinar, webinar video and audio will start.
- Webinar is opened in Internet Explorer with the audio, ppt presentation and video of the lecturer, who took the class. In order to effectively run recorded webinar sessions, please ensure that your computer has I.E. version 7.0 or above and Media Player 9.0 and above.
- In case the CD does not open automatically, then, directly from CD also we can open the Text, PowerPoint and Webinar folders. For that, after opening CD, double click the ppt, text and webinar folders to see the respective contents. Webinar folder will open as shown in (Figure-3) , this is for E1-E2 CM

^ Files Currently on the Disc (10)		
	Chapter 01.OVERVIEW OF GSM	08-04-2011 15:43 File folder
	Chapter 02.3GConcepts	08-04-2011 15:43 File folder
	Chapter 03.RFPLANNING	08-04-2011 15:40 File folder
	Chapter 04.M-VAS	11-04-2011 13:26 File folder
	Chapter 05. MIN	11-04-2011 13:25 File folder
	Chapter 06.International roaming	11-04-2011 13:25 File folder
	Chapter 07.ProjectVijay	08-04-2011 15:40 File folder
	Chapter 08. Sanchar Soft	11-04-2011 13:25 File folder
	Chapter 09.CDMA2000	08-04-2011 15:42 File folder
	Chapter 10.Wifi_WiMAX	08-04-2011 15:42 File folder

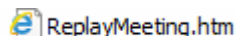
(Figure-3)

- Double click on any chapter will open as shown below (figure-4)

	Audio	08-04-2011 15:42	File folder	
	PubData	08-04-2011 15:42	File folder	
	RecordingData.frd	02-04-2011 02:19	FRD File	739 KB
	ReplayMeeting.htm	09-07-2010 05:05	HTML Document	7 KB

(Figure-4)

- To watch the webinar double click on



NOTE: IF YOU HAVE ANY PROBLEM WITH THE CDs, e.g. YOU ARE UNABLE TO OPEN THE TEXT, PPT or WEBINARS, YOU ARE REQUESTED TO CONTACT YOUR TRAINING CENTRE FOR ASSISTANCE. ALSO, THE DETAILS OF THE REQUIRED SOFTWARE TO PLAY RECORDED WEBINARS ARE AVAILABLE AT <http://www.training.bsnl.co.in>. PLEASE NOTE THAT THE REGISTERED TRAINEE CAN ALSO GET CONTENTS ONLINE AS WELL BY LOGGING TO TRAINING SITE <http://www.training.bsnl.co.in>

PART B – CTMS On line Upgradation Page

For visiting the **trainee homepage**, click the link ‘Online Upgradation Training’ on the training site CTMS (<http://training.bsnl.co.in>). On this page, you can,

- Register as a trainee for online upgradation study and examination.
- Following registration (see instructions below) you can login to CTMS to download study material (Contents).
- The list of SMEs (Subject Matter Experts) is also available (module wise). The SMEs can be contacted (e-mail and telephone numbers have been made available) for any clarification regarding the study topic.
- The trainee can also appear for mock test as a preparation for final online exam at examination centre.
- Candidates can also give suggestions / feedback.

Nomination/Registration for On line Upgradation Training

- The facility of nomination to various online upgradation training courses is being made available through training site CTMS (<http://www.training.bsnl.co.in>)
- The nominations can be entered by the trainee, her/his SSA training coordinator or her/his circle coordinator.
- The trainee will have to visit training site CTMS and click on the link – **Online Upgradation Training**. By entering the personal details (including HR number), the trainee will be able to send his nomination to his SSA/Circle for approval. While nominating himself, the trainee will be able to select the date of examination.
- The SSA training coordinators will be able to forward the nomination to the circle office as they are doing for various in-service courses.
- The circle training coordinator will be finally approving the nominations along with examination centre and examination date.

PART C – Learning/Logistical Support

1.0 Subject Matter Experts (SMEs).

SME's are the faculty members of various training centres (ALTTC/BRBRAITT/NATFM/RTTCs) who are the facilitator of the learning of the concerned topic/stream. For any clarification/doubt/suggestion/feedback with respect to the content, the SME may be contacted through phone or e-mail. The list of the SME for every session/topic in every stream is provided in the CTMS.

2.0 Training Centres .

The Training Centres may be contacted for any support or problems faced during the study. A link for complaints/suggestions has been provided in the CTMS for this purpose.

3.0 Training Cell, BSNL CO.

Support/assistance from the Training Cell, BSNL CO may also be solicited through the Training Desk on the intranet.

PART D – On line Examination

- a) This system of on-line learning and on-line examination has been designed to work on quarterly basis.
- b) The nominations for the upgradation batches on on-line learning/ examination system will be opened in the CTMS on the first day of every quarter.
- c) The online examination date and venue will be fixed at the time of approval of nomination.
- d) The candidate can view his schedule of examination by visiting CTMS.
- e) For the examination, the candidate will have to report to the centre at least, one hour before the start of the examination. The candidate must bear his BSNL ID card for appearing in the examination.
- f) The examination will be conducted online on computers under the supervision of the centre supervisor.
- g) There will be separate exams each of 90 minutes duration for each module (Management and Technical), comprising of 50 multiple choice, objective type questions.
- h) For E5-E6 training, since there are no separate management and technical modules, the contents have been divided into two volumes (Volume-I and Volume-II). The exam-I will be from contents of Volume-I and exam-II from Volume-II. Each exam will comprise of 50 multiple choice, objective type questions.
- i) The method of exam will be similar to that of mock test.
- j) The candidate will have to clear both the exams by securing at least 50 percent marks.
- k) On successful clearance of exam, candidate will be able to download and print the scorecard and certificate, by logging in to the CTMS.
- l) The failed candidate will nominated again for the next exam automatically. Candidates will not have to reappear in the modules they have passed.
- m) Executives will be allowed to clear the on-line examination in maximum three attempts. In case the executive is not able to clear the exam in a quarter, he/she will be nominated automatically in the next batch on the CTMS portal.
- n) Executives should register themselves in a manner so that they clear their respective mandatory trainings within the stipulated period of TWO years from the date of their respective up-gradations.