

Restructuring Cell, Corporate Office,  
7<sup>th</sup> Floor, Bharat Sanchar Bhavan,  
Janpath, New Delhi-110001  
Tel No 23710400, Fax No -23765191



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

No. BSNLCO-RSTG/12(11)/7/2020-RSTG

Dated:-07.06.2021

To

CGM (ALTTC),  
BSNL.

**Sub:- Restructuring of Training Centers in BSNL - migration into Zonal Training Centers and working modalities - Regarding**

**Ref: This office letter no 4-2/2014-Restructuring dated 14.01.2020 (Restructuring of Non Territorial circles)**

Corporate office vide letter referred above issued Restructuring of Non territorial Circles wherein all the Training centers were brought under the ambit of APEX Training center ALTTC Ghaziabad. As per the approval, all Training centers (DTTC, CTTC and RTTC) were approved to be closed and instead should function at zonal level. All the Training centers were divided into 6 zones headed by CGM ALTTC Ghaziabad.

Subsequently for transformation of training centers from existing to zonal concept, its implementation and defining the working modalities, a committee was formed. Based on committee recommendations, competent authority has approved following changes in Training Centre structure and its functioning thereof:-

1. The six telecom training centers (ALTTC, Jabalpur, Pune, Mysore, Kalyani and Guwahati) to work as Zonal Centers w.e.f. 1<sup>st</sup> July 2021 with reporting directly to CGM ALTTC Ghaziabad. Territorial circles attached with the zonal training centers for conduct of various training courses and interaction with state authorities and institutions falling in their zone/states shall be as under-

S.No	Zonal Training Center	BSNL Circle attached for BSNL trainings
1	ALTTC Ghaziabad- North Zone	J&K, HP, UK, HR, PB, UP(E), UP(W)
2	Jabalpur – West Zone	MP, CG, RJ, GJ
3	Guwahati – NE Zone	All NE states
4	Pune – Central Zone	MH, AP, TL
5	Kalyani – East Zone	OR, WB, BR, JH
6	Mysore – South zone	KTK, KR, TN

The Non Territorial circles and its BA falling within the same geographical boundaries of territorial circles shall send the nomination of their employees to the respective zonal training centers.



Further CGM ALTTC may also develop the zonal training center into specialized training center for conduct of specialized training in the field of Telecom operation and other specialized training courses which can be used to develop the skill of BSNL employees and also earn additional revenue for BSNL through corporate training to other institutes and Govt. bodies. A proposal in this regard shall be submitted separately by CGM ALTTC to GM Training, BSNL CO.

2. NATFM along with the post of GM NATFM and other post of finance to be relocated at ALTTC Ghaziabad & shall report to CGM ALTTC. All the finance courses would subsequently be run at Ghaziabad.
3. Closure of eight RTTC (Rajpura, Jaipur, Lucknow, Bhubaneswar, Chennai, Ahmedabad, Nagpur, and ARTTC Ranchi) immediately & closer of its training operations by 30.06.2021.

Consequent to the closure of above training centers, following actions shall be taken by the concern unit:-

- Administrative and Infrastructure maintenance, assets maintenance and its monetization etc. shall continue with concerned territorial Circle head where the training centers are located.
  - Monetization or rental aspects are to be dealt by concerned land and building unit of concerned BA/Circle.
  - The labs and other infrastructure like computer, printer, Projector, UPS etc in working condition, are to be utilized in other places in SSA/area office or BA. If the items are obsolete or are not considered for reutilization shall be scrapped by planning unit of parent BA.
  - The staff presently working in these training centers are to be relocated as per the transfer policy within the circle/BA/Area office(SSA).
  - Till monetization or the compound is outsourced or given on rent shall have to be guarded against encroachment.
4. RGM TTC Chennai, RTTC Hyderabad and RTTC Trivandrum may be continued.
    - i. However training courses under RTTC Hyderabad to be continued at different location (First floor Erragadda Telephone Exchange) and the complete campus of RTTC Hyderabad may be considered for monetization.
    - ii. Asset Monetization of RTTC Trivandrum is under process. So, the Training center may continue its training courses till the completion of monetization process.
    - iii. These RTTCs will administratively report to PGM./GM BRBRAITT for synergy purpose.
    - iv. The performance will be reviewed after one year & suitable recommendations for closure if justified, will be sent by PGM/GM BRBRAITT to GM(Training.), BSNL CO in the next financial year.





5. Closure of Circle Training Centre and DTTC if any with immediate effect. However for meeting the short term specific training needs of staff of BA , the zonal training centers/ RTTC shall empanel executives and non – executives, through a process of interview and selection as per the need of the circle to conduct FTP program at BA level, for which they can be paid some specific honorarium as approved by BSNL CO.
6. **Administrative & technical management-** The details of administrative and technical management in the Zonal & retained Regional Centers shall be as per **Annexure-I (Enclosed)**.
7. **Deployment of Staff for the Zonal & retained RTTC Training Centers:-**

Training Center Type	Total number of Staff to be deployed
Apex Zonal Centers (ALTTC and BRBRAITT)	<b>ALTTC(Total- 56) :-</b> CGM-1, PGM/Sr.GM/GM-3, DGM/AGM/CAO -14, SDE/JTO-24, AO/JAO-10, TM-4 (the details include the staff of NATFM) <b>BRBRAITT(44) (reporting to ALTTC Ghaziabad):</b> PGM/Sr.GM/GM-2 Nos., DGM/AGM/CAO -10, SDE/JTO-24, AO/JAO-4, TM-4
Other Zonal Trg. centers (RTTC Pune, RTTC Kalyani, RTTC Guwahati, , RTTC Mysuru- except ALTTC and BRBRAITT)- 4 Nos	<b>Total 20 per Zonal:-</b> GM-1, DGM/AGM-3, SDE/JTO-12, AO/JAO-2, TM-2
Regional Training Center (RGM TTC Chennai, RTTC Trivandrum, and RTTC Hyderabad)- 3 nos	<b>Total 14 per RTTC:-</b> DGM/ Principal-1, AGM-2, SDE/JTO-8, AO/JAO-1, TM-2

Note:- DGM or AGM and SDE or JTO to be used interchangeably. JE may be used for field operation work only.

Further, in order to focus on Training needs and skill development for internal employee as well to generate revenue through skill development programs of Government staff with specialized competencies and professional approach are required to be posted in these training centers. The Staff selection, the retention & the transfer procedure will be as per **Annexure-II (Enclosed )**.

8. **Training Policy-** The Training policy of all zonal training centers and retained RTTC shall be framed by CGM ALTTC and for all Technical and Policy matters, the head of zonal and Regional training centers shall report to CGM ALTTC.
9. **Revenue generation-** CGM ALTTC shall make a comprehensive plan for Revenue generation through training courses, Skill development program of State and central govt. etc. through these zonal training centers. If any proposal requires approval from corporate office, same shall be sent to

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Training cell for approval of BSNL management. The target on conduct of different Training courses and revenue generation through training fixed by corporate office shall be distributed by CGM ALTTC to all zonal training centers and RTTC (retained).

10. PGM/Sr.GM/GM BRBRAITT shall further carry out following activities till zonal setup is complete and acquires own standing-
  - a. To submit a comprehensive training program for all training centers and the role of training especially for upgradation trainings, State Government Skill Development missions and online trainings for Corporate. The proposal shall be submitted to corporate office through ALTTC Ghaziabad.
  - b. Empanelment of- (1) Digital Marketing Agencies and (2) Placement Consultant Agencies as revenue sharing channel partners for training in BSNL, considering a big volume of funds approx. 1000 Crores with State Governments for skill development. GM BRBRAITT shall submit a proposal through CGM ALTTC to EB section of Corporate Office for empanelling revenue share based digital marketing and placement consultant agencies.
11. Shifting of www.learntelecom.bsnl.co.in server along with 3 no of 10 KVA UPS and related hardware presently at RTTC Nagpur and Cyber Surveillance Lab comprising of Hardware/Software, Outdoor/Indoor Cameras, DVR etc to BRBRAITT Jabalpur. However before shifting, a techno commercial feasibility of hosting the solution on BSNL cloud infrastructure should be compared with cost of relocation and reinstallation of the infrastructure as proposed.
12. Continuation of existing staff of Civil and Electrical stream at ALTTC till further order.

Encl:- A/A

  
(Manish Kumar)

GM(Restructuring)

Copy for kind information to:-

1. CMD BSNL
2. All Directors, BSNL
3. All CGMs Territorial and Non Territorial circle
4. PGM(Pers)/PGM(ERP)/Sr.GM(Establishment)/Sr. GM (CA)/Sr. GM (Taxation)/Sr. GM(CBB)/GM(Trg) for information and necessary action
5. All PGMs/Sr GMs/GMs, BSNLCO
6. Intranet
7. Office copy





**Annexure-I**

**Administrative & technical management setup of Zonal & retained Regional Centres**

1. All the executives working in the Zonal centers will technically for training courses and administratively for the purpose of leave and APAR will report to CGM ALTTC, Ghaziabad. All the executives working in the retained RTTC will technically and administratively for the purpose of leave and APAR will report to PGM/GM BRBRAITT, Jabalpur.
2. Salary of the Zonal and retained Regional training centers will henceforth be drawn by the ALTTC circle by making necessary modifications in ESS.
3. All operational expenses pertaining to the Zonal and retained Regional training centers infra, like electricity bills, water bills, local body's taxes, Housekeeping services bills, security agencies and vehicle running expenses etc. shall continue to be borne by the respective territorial circle where training centers are located based on existing procedures.
4. All capex provisions will have to be projected by Zonal GMs and GM BRBRAITT (for regional centers parented to BRBRAITT), and the combined RE/ BE demand for Training vertical will be prepared by CGM, ALTTC. Any purchase needed for up gradation of the training center AV aids, Computers, model Labs and testing equipment, batteries, Power plants, ACs, etc will be approved administratively by the CGM ALTTC. The training center will process the purchase of the same through the territorial circle or ALTTC as per existing procedure. Scrapping of life expired assets will be done by training centers following present procedure.
5. Responsibility of generating revenue through rental and sale of land belonging to the training center will continue with the Territorial circle/BW unit, in consultation with the training center. The present on going rental agreements of infra in these training centers will continue to be handled by the training centers.
6. To meet local operational needs of Opex (like stationary, photocopy, consumables, repairs, etc) and Capex suitable delegation of financial powers will be done by CGM ALTTC for Zonal training centers/RTTCs based on combined proposal of GM BRBRAITT.



**Annexure-II**

**Staff Selection, Retention & Transfer procedure in Training centres :-**

1. A committee consisting of CGM ALTTC as chairman, GM zonal training centre & PGM/GM BRBRAITT may be constituted for selection process for posting in the Zonal/Regional centres.
2. The selection of staff for both categories of centers shall be initiated by concerned Training Centre head by calling nominations from suitable candidates.
3. Committee will conduct the selection process for posting in these Zonal Centers and RTTCs. The process of selection should be done once a year and shall start from 1 January of the Year. The selection process shall be completed by 10<sup>th</sup> of March of the year. CGM ALTTC shall send the list of selected Executives to the personnel section for their posting.
4. Personnel section shall issue the transfer order limiting the total number of Executives as per the staff deployment plan in para 7 of the letter. The Executives on selection shall work in Training for a minimum period for 5 Years and shall not exceed their tenure by more than 7 Years. However after 7 years they can be considered for posting in another training center to use their specialization.
5. These guidelines will also be applicable for the already posted staff in these training centres.