No. 60-1/2024/CP-Trg.
Government of India
Department of Telecommunications
201, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi-110002
Capacity Building and Training(CB&T) Division

Dated:18-11-2024

OFFICE MEMORANDUM

Subject: Execution of all training related activities online through Competency Portal –reg.

In alignment with Digital by Design efforts of Department of Telecommunications "Competency Portal" of DoT, has been developed to centralize and streamline the approach to managing training and competency data across all positions in alignment with the functional and competency requirements of every individual officer/official in DoT. This portal will also make the Annual Capacity Building Plan (ACBP) dynamic, thereby helping in the effective implementation of Mission Karmayogi. The portal will generate a Competency Passport for every officer/official of DoT for a particular position and will also be used to identify competency/training gaps and suggest suitable training interventions by the training institutes of DOT. Through the portal, officers will be able to apply for trainings conducted by the NCAs, as well as for self-chosen training courses as per the newly launched competency upskilling scheme. The applications for training shall be approved online, through the portal, by the controlling/competent authority.

2.   The functionalities outlined above have been successfully implemented in the respective modules of the Competency Portal. The Training Management Process has been demonstrated to the training institutes under the NCA, and their feedback has been largely incorporated. Training data for all programmes conducted via the portal will be automatically captured and competencies will be updated directly in the individual's profile. Training users will have access to all training related data through the report section on the portal. Moreover, the feature to create Annual Capacity Building Plan (ACBP) and updation of the status is also being implemented in the portal.

3.   As the Training Module of the Competency Portal is now going live, it is imperative that all training interventions be managed exclusively through the portal.

The offline nomination process must be avoided to ensure that training data is accurately captured and updated. Any training interventions managed external to the portal will result in gaps in the system, defeating the very purpose of centralizing training management and making the training records digital by design.

4.   **In the light of the above, it has been decided that, effective from 01.12.2024, all training activities, by the Training Institutes and the respective Nodal Training Divisions (including short-term, long-term, in-service programs, etc.), will be conducted through the Competency Portal** . Therefore, all concerned training divisions and institutes under NCA are requested to manage their training activities exclusively through the Training Institute module of the Competency Portal. For any further queries or clarifications, the CBT Division at DoT Headquarters may be contacted.

This issues with the approval of Secretary(T).

(Pankaj Kumar Salodia)
Director(Training-I), DoT HQ
Ph. 011-23210148

To,

1. DG, NCA-T, Ghaziabad
2. DG, NCA-F, Ghitorni
3. Director, NCA-W, Ghitorni

Copy to,

1. PPS to Secretary (T), DoT
2. PPS to Member(S)/Member(T)/Member(F), DoT
3. DG Telecom, DoT
4. CGCA, DoT, New-Delhi
5. Wireless Advisor, DoT Hq, Sanchar Bhawan, New Delhi.
6. Head of all Divisions/Units of DoT