**BHARAT SANCHAR NIGAM LIMITED**

***( A Govt of India Enterprise )***

 OFFICE OF THE CHIEF GENERAL MANAGER

TAMIL NADU CIRCLE

CHENNAI-600 002

To

All Heads of SSAs in TN Telecom Circle

All functional GMs of Circle Office

General Manager Nw Op (CM) Trichy/Coimbatore

PCE Civil/Electrical Chennai

Chief Architect, Chennai

Principal RGMTTC, Chennai

**No: HRD/ 148-46/ 2010 dt at Chennai the 17-02-2011**

**Sub: - Conduction of Web based upgradation training in BSNL– reg.**

**Ref: BSNL HQrs lr. No. 32-27/04-Trg (Pt VII) dated 11-02-2011**

**-o-**

Kindly find herewith enclosed copy of letter received from BSNL HQrs regarding “**Conduction of Web based upgradation training in BSNL**”for information and necessary action please.

Some of the important points that have to be given **Wide publicity among the Executives** are given below

1. **Class room Mandatory upgradation trainings will not be conducted in the Training centres beginning from 1st April 2011**
2. The System of Online Learning and Online Examination have been designed to work on Quarterly basis
3. The Nominations for the mandatory trainings on online learning / examination system will be opened on 1st April 2011 for the April to June Quarter
4. Thereafter the batches will be opened for nomination in the CTMS package on the first day of subsequent quarters
5. The process of nomination will be open up to 45 days from the day of opening of the nominations. Ie. For April to June Quarter nomination will be closed by May 15th, for July to Sep Quarter , it will be closed by August 15th and so on.
6. All the training material for online learning will be made available on Digital Library / CTMS portal. The contents for specific streams of executives would be prepared and distributed through CD/DVD through the Circle / SSA training coordinator as and when received from the training centres.
7. The online material CD / DVD will be provided to the executives along with the timebound orders by the Circle / SSA training coordinator. The training coordinators will distribute the CDs based on the streams the executives opt for.
8. This fact will be incorporated in the timebound promotion orders also so that all the executives will be aware of the online upgradation learning and can nominate themselves for the mandatory upgradaton training on CTMS portal using HRMS no as login ID and date of birth as password (which will be approved by the SSA/Circle training coordinator) and use the CD/DVD for preparing and learning required contents for the examination
9. Executives will be allowed to clear the online examination in maximum 3 attempts. In case the executive is not able to clear the exam in a quarter, he will be automatically nominated for the next batch in the CTMS portal
10. The Executives should register themselves in a manner so that they will clear the mandatory trainings within the stipulated period of TWO years from the date of their respective upgrdations
11. During the initial phase of implementation (ie Apr to June 2011, July to Sep 2011), Examination will be conducted at the nearest training centres RGMTTC/RTTC Chennai. Thereafter in second phase the exams will be supplemented in selected cities in the Circle. It will be intimated in due course.

**It is requested that Wide publicity may kindly be given on the above.**

Encl a/a

 -Signed- [D.Thamizhmani]

Deputy General Manager (HR)

O/o. Chief General Manager Telecom,

 BSNL, T.N.Circle, Chennai-600 002.