**PARTICULARS OF ITTM – FUNCTIONS AND DUTIES.**

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| 1. |  Name and address of the organisation | Institute of telecom technology and management, Telephone Exchange Building, Tele. Exchange Building, Shadipur, Pandavnagar, New Delhi-110008. |
| 2. | Head of the Organisation | PGM ( Training) |
| 3. | Vision, Mission and Key objectives. | Training and Skill Developments of MTNL staff & Engg. Students. |
| 4. | Functions and Duties. | To conduct Induction & In-service training on core technologiesto MTNL Executives & Non-Executives and Need based Computer –IT & Management training to other Deptt. Of GOI. To organise Skill development courses under Skill development programmes of GOI. Conduction of Departmental examinations, Seminar & Workshops etc. as per requirements of Delhi Unit. |
| 5. | Organisation Chart | PGM → DGM(Trg) → Sr. Managers(Trg) → Dy. Managers(Trg) – TTA’s & TM’s |
|  Item No. 1.8: Directory of officers and employees : as per Annex B & Annex C attached. |