

**No. 391-02/2024-ADG-STG-III**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**

Sanchar Bhawan, 20 Ashoka Road, New Delhi  
Dated: 18.06.2024

**Office Memorandum**

**Subject: Empanelment of Indian Telecommunications Service (ITS) Group 'A', Batch 1997 (Exam. 1996) in the posts of Joint Secretary (JS)/equivalent at the Centre-regarding.**

The undersigned is directed to refer to the subject mentioned above. For completion of the process of empanelment it is necessary to update the career history details in Sancharvhr portal and it is also providing Deputation details if any. Further it is also required the details of Reporting/Reviewing officers during the last 10 years.

2. All eligible officers of ITS 1997 batch are requested to submit the contact numbers of Reporting/Reviewing as well as senior/retired (SAG and above) with whom the officers have worked during the last 10 years as per following format (in word format).

Sl No.	Officer Name	Staff No.	Period	Name of Reporting officers (Rep.Off.) designation/cadre	Contact No/Email ID of Rep. Off.	Name of Reviewing officers (Rev.Off.) designation/cadre	Contact No/Email ID of Rev. Off.

3. Further We may request all the eligible officers of ITS 1997 batch to update their career history details in Sancharvhr portal and also provide Deputation details during the last 10 years if any (in word format).

Sl No.	Officer Name	Staff No.	Name of Administrative/Nodal Ministry/Deptt. Concerned	Organization/Ministry/Deptt. CVO Email id

4. In view of above, all eligible officer of ITS 1997 batch is requested to kindly provide details (In Word format) as mentioned in Para 2 and Para 3 above at email id **arvind.bishnoi29@gov.in** latest by 05.07.2024 without fail.

Hitesh  
ADG (STG-III)  
011-23372469

**To: 1. All eligible officers for JS Empanelment of ITS 1997 batch (Through DoT Website).**