APAR/2020/Sancharvhr/01
Government of India
Ministry of Communications
Department of Telecommunications
(Personnel Wing)

520, Sanchar Bhawan, 20 Ashoka Road,
New Delhi-110001; Dated:05/04/2024

Office Memorandum

A requirement of compiling of various attributes of ITS officers has been arisen. This comprehensive list will contain details about ITS officers serving in various capacities. It will aid policymakers and administrators in decision-making processes related to human resource management, deployment of officers, and other administrative matters. The higher authorities have desired to create a comprehensive list of all the ITS officer having various attributes through SancharVHR portal.

2.   All the ITS-Group 'A' officers shall mandatorily update their profile on SancharVHR by 15.04.2024 positively. Illustration for filling up the profile along with tentative template is attached herewith for ready reference.

3.   All Unit Heads are requested to ensure timely updation of the above information by all the ITS Group 'A' officers posted in their respective units.

Enclosure: As above.

Signed by
Hitesh
Date: 05-04-2024 09:43:25

(Hitesh)
ADET (STG-III)
Email: adgstaff-dot@gov.in

To,

All ITS Group 'A' officer - through e-office/ DoT website.

Copy to:

1. PSO to Secretary (T), DoT Hq, Sanchar Bhawan, New Delhi.
2. Sr. PPS to Member (S), DCC, DoT Hq, Sanchar Bhawan, New Delhi.
3. DG (Telecom), New Delhi.
4. Sr. DDG (TEC)/ Sr. DDG (NCCS).
5. DG NTIPRIT.
6. DDG (Pers.), DoT Hq, Sanchar Bhawan, New Delhi.
7. DDG (CB&T), DoT Hq, New Delhi.
8. CMD BSNL.
9. CMD MTNL.
10. Office copy.

Logging into the Sancharvhr Portal

Open the weblink:
www.sancharvhr.gov.in

Then open it through Single-Sign on(Through Parichay from your name based email id i.re. gov/nic)

The facility is available for ITS/TES/IRRS officers only

Update the details In Sancharvhr Portal Individual login Page

दूरसंचार विभाग
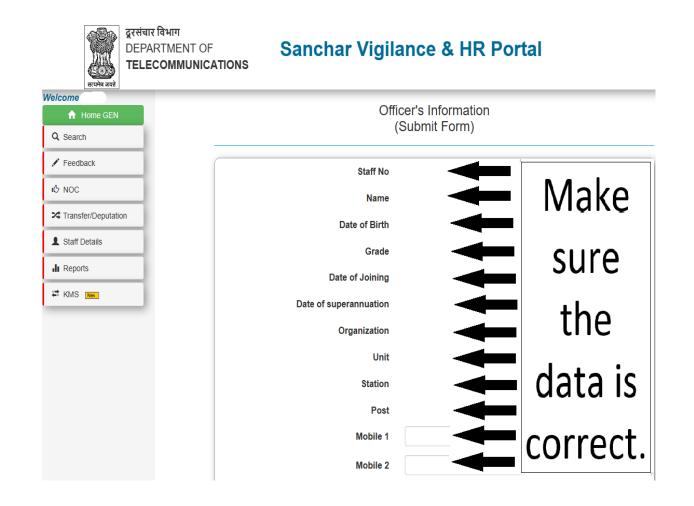**DEPARTMENT OF TELECOMMUNICATIONS**
सत्यमेव जयते

Sanchar Vigilance & HR Portal

Welcome

- 🏠 Home GEN
- 🔍 Search
- ✏️ Feedback
- 👍 NOC
- ⇄ Transfer/Deputation
- 👤 Staff Details
  - ☑️ Update Profile
  - 🎓 Qualification
  - 🔔 Career
  - 🛒 Training
  - 📍 Family Details
  - ☑️ Joining-Promotion
- 📊 Reports
- ⇄ KMS

New Features to Personal Information

Personal Information

Name	
Staff No	
Seniority	
Grade	
DoB	
Date of Entry (Batch)	
Mobile	
Mobile_2	
Email (O)	
Email (P)	
Adhaar	
Organization	
Station	
Post	
Father's Name	
Level	
Home State	
Home District	

After logging into the Sancharvhr Portal, through Parichay (Single Sign on) the individual Dashboard is as per image.

Procedure for up-dation in Staff Details:

(a) Click on Update profile- Enter the personal details as per procedure given.

(b) Click of Qualification- Enter all the qualification details, Future interest and competencies etc.

(c) Click on Career-Career History (Posting details from joining to latest posting) & Career Progression (Promtion details from joining to till date)

(d) Click on Training- Enter details of all the training attended.

(e) Click on Family Details- Enter all details of your family Members.

Procedure to update the personal details-Contd.

After clicking on staff details your officer's information will be displayed. Make sure that the information shown there is correct and then proceed forward.

Procedure to update the personal details-Contd.

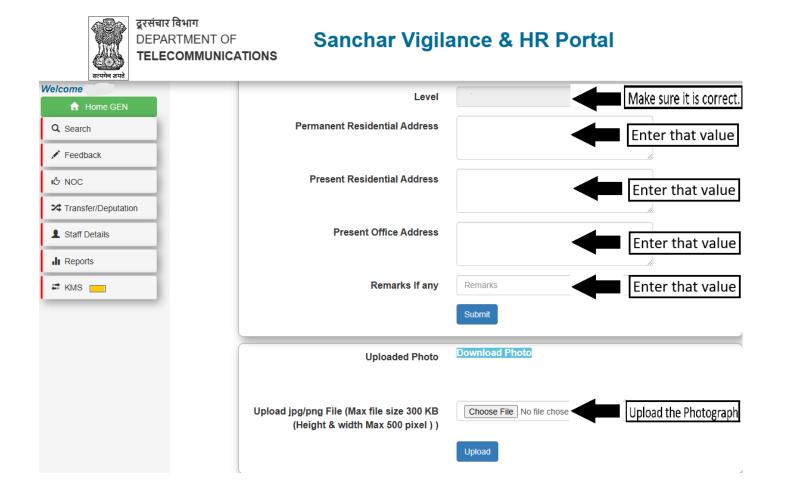Fill in all the data required and then proceed ahead.

Procedure to update the personal details- Contd.

After filling the data correctly make the final submit and upload your photograph in JPG/PNG format, maximum size of 300 KB with Height and Width of maximum 500 pixels.

No. 53-1/2024/MK-Trg.
Government of India
Department of Telecommunications
201, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi-110002
(Capacity Building & Training Division)

Dated:22-03-2024

<u>Office Memorandum</u>

As part of the Annual Capacity Building Plan(ACBP), the domain competency gaps at the individual level from all the officers of the Department of Telecommunications(DoT) were sought based on their current roles & positions. However, the higher authorities have now desired that the competency not linked with the current roles/positions of the officers and their field of interests shall also be obtained from the officers so that the department has a comprehensive competency profile of the officers posted in various units of DoT.

2.   The comprehensive competency profile of the officers will help the department to better utilize their expertise within DoT and this will also help to match the current competencies and interests of the officers with the interest of the department/service. Therefore, to supplement the ACBP endeavour, "**Competency Acquired" and "Area of Interest" tabs have been created in the SancharVHR portal** to collect information about the:

i. competencies acquired by officers throughout their service, either through experience or training undertaken irrespective of their current role/positions.
ii. Further, the officers' fields of interest, which may be different from the officers' competencies.

3.   All the ITS Gr. 'A' and TES Gr. 'B' officers, registered on SancharVHR, shall **mandatorily update** their "Competency Acquired" and "Area of Interest" profile on SancharVHR by EoB **31st March 2024 positively.** Illustration for filling up the "Competency Acquired" and "Area of Interest" along with tentative template is attached herewith for ready reference.

4 .   All Unit Heads are requested to ensure timely updation of the above information by all the ITS Gr. 'A' and TES Gr. 'B' officers posted in their respective units.

Signed by Rajeev Sharma
Date: 22-03-2024 17:55:14

Director(Training-I)
CB&T Division, DoT HQ
Tel. No. 011-23210148

Encl: As above.

To,
    All ITS Gr. 'A' and TES Gr. 'B officers- through eoffice.

Copy to:

1. PSO to Secretary (T), DoT Hq, Sanchar Bhawan, New Delhi.
2. Sr. PPS to Member (S), DCC, DoT Hq, Sanchar Bhawan, New Delhi.
3. DG (Telecom), New Delhi..
4. Sr. DDG (TEC)/ Sr. DDG (NCCS).
5. DG NTIPRIT.
6. DDG (Pers.), DoT Hq, Sanchar Bhawan, New Delhi.
7. DDG (CB&T), DoT Hq, New Delhi.
8. CMD BSNL.
9. CMD MTNL.
10. Office copy.

Sanchar Vigilance & HR Portal

Welcome

🏠 **Home GEN**

🔍 Search

✏️ Feedback

👍 NOC

🔀 Transfer/Deputation

👤 Staff Details

📝 Update Profile

🎓 Qualification

📖 Qualification

✴️ Award /Publication

📗 Competency Acquired **New**

📗 ARea of Interest **New**

🌲 Career

🖥️ Training

🌳 Family Details

📝 Joining-Promotion

📊 Reports

⇄ KMS **New**

New Features to capture Competencies Acquired and Area of Interest

Personal Informa

Personal Informa
Name
Staff No
Seniority
Grade
DoB
Date of Entry (Batch)
Mobile
Mobile_2
Email (O)
Email (P)
Adhaar
Organization
Station
Post
Father's Name
Level
Home State
Home District
Mode of Recruitment

Sanchar Vigilance & HR Portal

Add Competency Acquired (Skill Set) Details
(Submit Form)

Current Posting Details	DOT--ADG
Select Main Domain *	Select Domain ⌄
	Select Domain
	Access Network Technologies �Wireline Communication including wireline broadband access
	Advanced telecom access Wireless technologies including wireless broadband
Select Sub Domain *	Emerging Technologies
	Data Communications and Networking
	Network and Communication Security (Telecom/IT/Cyber Security etc.)
Skill Details	Spectrum Management and Monitoring
	Information Technology (IT)
	Legal / Policy and Regulatory / legislations related to Telecommunications.
	Advanced transmission Technologies
	Satellite Technologies
	Quality of Service/EMR Testing.
	Audit & Inspections
	Telecom / Product Standards, Certification & Testing methods
	Project Management
	Finance, Audit and Commercials
	Advanced Switching technologies
	Public Policy and Administration

EXCEL

Competency Acquired (Skill

Sl No ▲	Domain	Sub domain	Skill Details	Current Posting	Submit Date	Action
			No data available in table			

Showing 0 to 0 of 0 entries   Previous   Next

Sanchar Vigilance & HR Portal

⌂ Home GEN

🔍 Search

✎ Feedback

👍 NOC

⤫ Transfer/Deputation

👤 Staff Details

📊 Reports

⇌ KMS Ne

Add Competency Acquired (Skill Set) Details
(Submit Form)

Current Posting Details	DOT--ADG
Select Main Domain *	Emerging Technologies ▾
Select Sub Domain *	None selected ▾
Skill Details	

☐ IoT
☐ Big Data Analytics
☐ Cloud Computing and Edge Computing
☐ M2M Communication
☐ Artificial intelligence/ Machine Learning (AI/ML)
☐ THz technologies
☐ Qunatum Communication /Computing

EXCEL

Competency Acquired (Skill Set) Details of staffno			

Sl No ▲	Domain	Sub domain	Skill Details	Current Posting	Submit Date	Action
			No data available in table			

Showing 0 to 0 of 0 entries   Previous   Next

Sanchar Vigilance & HR Portal

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

- 🏠 Home GEN
- 🔍 Search
- ✏️ Feedback
- 👍 NOC
- 🔀 Transfer/Deputation
- 👤 Staff Details
- 📊 Reports
- ⇄ KMS **New**

Future Interest/ Competencies (Area of Interest) (Maximum-3)

(Submit Form)

Current Posting Details	DOT--ADG
Select Main Domain *	None selected ▾
Brief description of future Interest /competencies	

☐ Select Domain
☐ Access Network Technologies �Wireline Communication including wireline broadband access
☐ Advanced telecom access Wireless technologies including wireless broadband
☐ Emerging Technologies
☐ Data Communications and Networking
☐ Network and Communication Security (Telecom/IT/Cyber Security etc.)
☐ Spectrum Management and Monitoring

EXCEL

Future Interest/ Competencies (Area of Interest) Details of staffno

Sl No ▲	Domain	Brief of Interest /competencies Details	Current Posting	Submit Date	Action
		No data available in table			

Showing 0 to 0 of 0 entries

Previous   Next