

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



The screenshot shows the SancharVHR Portal login page. The browser address bar displays 'sancharvhr.gov.in'. The page header includes the Government of India logo and the Department of Telecommunications. The main content area features a 'Login' form with fields for Username, Password, and Captcha. Below the form is a 'Forgot Password' link and a 'Login' button. A 'What's New' section is visible at the bottom.

ITS Portal

Login

Username:

Password:

Captcha: 8 6 5 3 6

[Forgot Password](#)

OR

Note :ITS/TESB/IRRS users, Login with gov/nic mailid through parichay

What's New Welcome to Sanchar Vigilance & HR Portal

About SancharVHR Portal

Department of Telecom has initiated one step towards digitalization of its administrative process in Human Resource Department by making its various HR activities and vigilance related activities through online portal.

The motive of making its HR activities online is to reduce human efforts, streamline of process, easy access of data and reports and to reduce the time consumption and ultimately increase the efficiency.

'SANCHARVHR'(vigilance & Human Resource portal) a Web based Portal, for Issuing of vigilance clearance, vigilance and departmental complaint management and management of various HR activities like promotion, training, transfers, deputations etc. This is one of various Digital initiatives being taken by Department of Telecommunications. This will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless,secure and hasslefree platform for administration.

[Read More...](#)

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

Sanchar Vigilance & HR Portal

Welcome [User Name]

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:

- Click on Update profile- Enter the personal details as per procedure given.
- Click of Qualification- Enter all the qualification details, Future interest and competencies etc.
- Click on Career-Career History (Posting details from joining to latest posting) & Career Progression (Promtion details from joining to till date)
- Click on Training- Enter details of all the training attended.
- Click on Family Details- Enter all details of your family Members.

Procedure to update the personal details-Contd.

The screenshot displays the 'Sanchar Vigilance & HR Portal' interface. On the left, there is a navigation menu with options: Home GEN, Search, Feedback, NOC, Transfer/Deputation, Staff Details, Reports, and KMS. The main content area is titled 'Officer's Information (Submit Form)'. It contains a form with the following fields: Staff No, Name, Date of Birth, Grade, Date of Joining, Date of superannuation, Organization, Unit, Station, Post, Mobile 1, and Mobile 2. A large text box on the right side of the form reads 'Make sure the data is correct.' with arrows pointing to each of the form fields.

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.



दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

Sanchar Vigilance & HR Portal


Welcome

- Home GEN
- Search
- Feedback
- NOC
- Transfer/Deputation
- Staff Details
- Reports
- KMS New

| | | |
|--------------------------------|----------------------|----------------------------|
| Email 1 | <input type="text"/> | ← Enter that value |
| Email 2 | <input type="text"/> | ← Enter that value |
| Aadhar No | <input type="text"/> | ← Enter that value |
| Father's Name (Max 50 Letters) | <input type="text"/> | ← Enter that value |
| Home State | <input type="text"/> | ← Enter that value |
| Select Home District | <input type="text"/> | ← Enter that value |
| Mode of Recruitment | <input type="text"/> | ← Select that value |
| Languages Known | <input type="text"/> | ← Select that value |
| Select Languages Known | <input type="text"/> | ← Enter that value |
| Level | <input type="text"/> | ← Make sure it is correct. |
| Permanent Residential Address | <input type="text"/> | ← Enter that value |
| Present Residential Address | <input type="text"/> | ← Enter that value |

Fill in all the data required and then proceed ahead.

Procedure to update the personal details- Contd.

 दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

Sanchar Vigilance & HR Portal

Welcome

- Home GEN
- Search
- Feedback
- NOC
- Transfer/Deputation
- Staff Details
- Reports
- KMS

Level **Make sure it is correct.**

Permanent Residential Address **Enter that value**

Present Residential Address **Enter that value**

Present Office Address **Enter that value**

Remarks If any **Enter that value**

Uploaded Photo [Download Photo](#)

Upload jpg/png File (Max file size 300 KB
(Height & width Max 500 pixel)) No file chose **Upload the Photograph**

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

Office Memorandum

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.



सत्यमेव जयते

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 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 | |
| Mode of Recruitment | |



Sanchar Vigilance & HR Portal

Welcome

Home GEN

Search

Feedback

NOC

Transfer/Deputation

Staff Details

Reports

KMS

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

Current Posting Details

DOT--ADG

Select Main Domain *

Select Domain

Select Sub Domain *

Skill Details

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
- 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



Welcome

Home GEN

Search

Feedback

NOC

Transfer/Deputation

Staff Details

Reports

KMS

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

Quantum 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

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सत्यमेव जयते

Sanchar Vigilance & HR Portal

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- 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

| Future Interest/ Competencies (Area of Interest) Details of staffno | | | | | |
|---|--------|---|-----------------|-------------|--------|
| SI No | Domain | Brief of Interest /competencies Details | Current Posting | Submit Date | Action |
| No data available in table | | | | | |

Showing 0 to 0 of 0 entries

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