

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

GOVERNMENT OF INDIA MINISTRY OF COMMUNICATIONS

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

Sanchar Vigilance & HR Portal

ITS Portal

Login

Username

Password

Captcha

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



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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

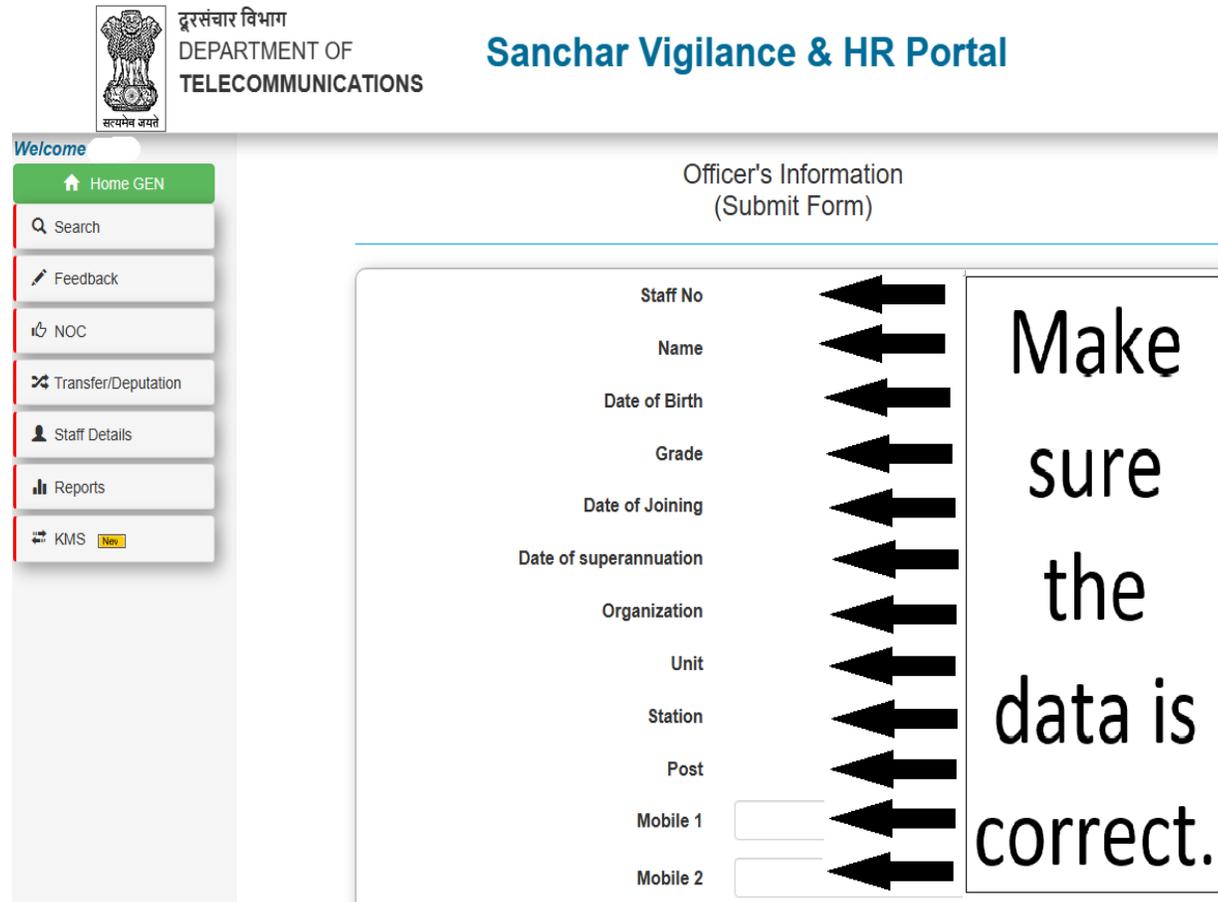
Personal Information	
Name	
Staff No	
Seniority	
Grade	
DoB	
Date of Entry (Batch)	
Mobile	
Mobile_2	
Email (O)	
Email (P)	
Adhaar	
Organization	
Station	
Post	
Father's Name	
Level	
Home State	
Home District	

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.



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DEPARTMENT OF
TELECOMMUNICATIONS

Sanchar Vigilance & HR Portal

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- Transfer/Deputation
- Staff Details
- Reports
- KMS New

Officer's Information
(Submit Form)

Staff No	
Name	
Date of Birth	
Grade	
Date of Joining	
Date of superannuation	
Organization	
Unit	
Station	
Post	
Mobile 1	<input type="text"/>
Mobile 2	<input type="text"/>

Make
sure
the
data is
correct.

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.



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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

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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

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- Update Profile
- Qualification
- Qualification
- Award /Publication
- Competency Acquired **New**
- ARea of Interest **New**
- Career
- Training
- Family Details
- Joining-Promotion
- Reports
- KMS **New**

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

New Features to capture Competencies Acquired and Area of Interest



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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

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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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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

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