

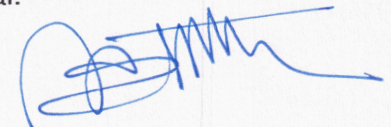
APAR/2020/SancharVHR/01
Government of India
Ministry of Communications
Department of Telecommunications
(Personnel Wing)
520, Sanchar Bhawan, 20 Ashoka Road,
New Delhi – 110001; Dated: 18.12.2025

Office Memorandum

The Personnel Wing of the Department requires updated and comprehensive information on various attributes of ITS officers for effective decision-making related to human resource management, deployment of officers, and other administrative matters such as JS/AS empanelment, transfers, postings, etc. It has been observed by the higher authorities that many officers are not updating their details on the Sanchar VHR portal on a regular basis, which results in gaps while processing matters relating to empanelment, transfers, postings, and other critical administrative decisions.

2. In view of the above, all ITS Group 'A' officers are hereby directed to mandatorily update their career history, career progression, and other relevant attributes on the Sanchar VHR portal within 15 days and thereafter on a regular basis specially on transfer or on promotion in higher grade. The information furnished by the officers shall be verified periodically by the concerned nodal officers.

3. All Unit Heads are requested to instruct the respective nodal officers of the unit to ensure the timely updation of the aforesaid information by all ITS Group 'A' officers and to verify the updated records in a time-bound manner at regular interval for timely reflection of updates in the Sanchar VHR Portal.



(Vivek Krishna Verma)
ADG (STG-III)

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To:

1. DG (Telecom), New Delhi.
2. All Advisors/Sr. DDsG DoT Hq
3. Sr. DDG(TEC)/ Sr. DDG(NCCS).
4. DG, NCA-T.
5. CMD, BSNL.
6. CMD, MTNL.
7. All ITS Group 'A' Officers
(Through e-Office/ DoT Website)

Copy to:

1. PSO to Secretary (T), DoT HQ, Sanchar Bhawan, New Delhi.
2. Sr. PPS to Member (S)/Member(T), DCC, DoT HQ, New Delhi.