

Urgent /Time bound

BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(Personnel Branch)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

No: BSNLCO-PERB/19(12)/1/2020-PERS1

dated 03.03.2021

To,

All Heads of Telecom Circles/Metro Districts & Other Administrative Units
All GMs/PGMs of BSNL CO New Delhi
Bharat Sanchar Nigam Limited.

Subject: - Verification of personnel data of Executives in SAP Portal from service book for implementation of e-DPC/CPC through SAP Portal w.e.f 01.04.2021.

Reference:-

This office letter No BSNLCO-PERB/19(12)/1/2020-PERS1 dated 02.02.2021

This office letter No BSNLCO-PERB/19(12)/1/2020-PERS1 dated 08.02.2021

In continuation to this office letters of even number dated 02.02.2021 & 08.02.2021, I am directed to say that the following issues have been received from field units while feeding the Manual APAR data w.e.f 2014-15 onward.

1. For executives who were promoted from Non-executive grade, how many years Manual APARs of Executive /Non Executive periods are to be entered?
2. Difficulties are also being faced for feeding of Part APARs for year 2016-17 & 2017-18 in respect of those executives for which part online APAR for year 2016-17 & 2017-18 is/are available in SAP Portal.

The above Mentioned issues have been clarified as

1. This office vide letter No 400-27/2010-Pers-I Dated 29th July 2011 (**copy enclosed**) has already issued instruction that "*whenever first time bound IDA pay scale Upgradation for any executive becomes due in four years of service, the Screening Committee may consider the case on available ACRs/APARs of four years service in the company.*" Therefore it is stated that only available Executive grade Manual APAR from 2014-15 needs to be uploaded in SAP through T code Code **ZHR_APAR_OFFLINE**.
2. A T Code "**ZHR_PARTAPAR_OFFLINE**" has been developed to address the difficulty being faced by field units for feeding Part APARs for year 2016-17 and 2017-18. Same is made available for use from the date of issue of this letter. Excel Template for feeding the Part APARs for year 2016-17 & 2017-18 is enclosed. Also detailed instructions for using above mentioned T codes are elaborated in the **Annexure-I**.


Here it is mentioned that the above mentioned T code is developed only to feed the Manual Part APARs of Executives for which one or more online Part APARs of year 2016-17 & 2017-18 is/are available in SAP.

Manual Part APARs for year 2016-17 & 2017-18 which is/are valid as per BSNL CO Letter No 500-25/2015/e-APAR/Pers-I dated 29.03.2017 & No 500-25/2018/e-APAR/Pers-I dated 05.04.2018 (*copies available on intranet*) are only be uploaded through the above mentioned T Code. For any wrong entry, the person who has uploaded the wrong data will be held responsible. Therefore, utmost care should be taken while feeding the Manual Part APARs for year 2016-17 & 2017-18.

In view of the above, the last date of Verification of personnel data of Executives in SAP Portal from service book and feeding of Manual APAR data has been **extended till 10.03.2021**.

Further, certificate duly signed by the GM (HR) of circle office regarding complete verification/updation of personnel data from service book and feeding of past years manual APAR data may be submitted to this office latest by **12th March 2021** positively.

This issue with the approval of competent authority.


03/03/2021
(Nereus Barwa)
AGM (Pers-I)
BSNL CO, New Delhi

Copy to:-

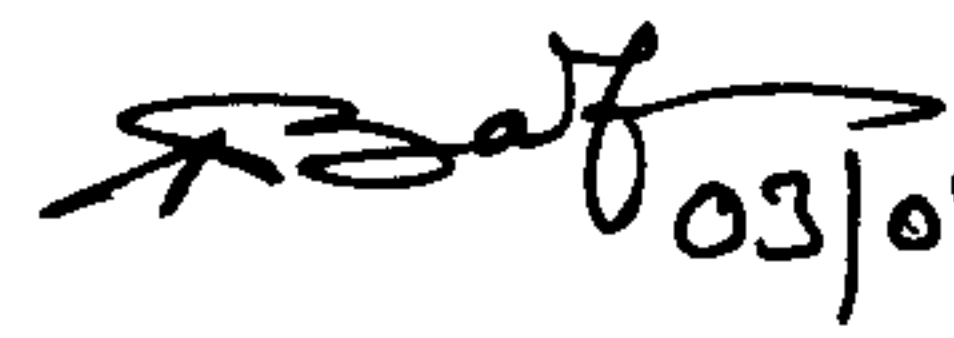
The PGM (ERP) for information & n/a pl.

Annexure-I

Manual Part APAR data for year 2016-17 & 2017-18 in respect of those executives for which part online APAR for year 2016-17 & 2017-18 is/are available in SAP Portal should be uploaded **through Excel template**; same is attached with letter for necessary action. Few important points are elaborated below.

T Code for Feeding Manual APAR data: - "ZHR_PARTAPAR_OFFLINE"

1. Pl enter PART APARs year wise i.e. either of year 2016-17 or 2017-18. Do not upload APAR data of both years 2016-17 and 2017-18 simultaneously.
2. For feeding 2016-17 PART APAR, there is no need to select APAR structure (in T code) as only Normal Reporting structure was made online w.e.f. 01.04.2017.
3. While feeding 2017-18 PART APAR, one has to select APAR structure i.e. Dual reporting structure or Single reporting structure (PA/PS/PPS/Sr.PPS) in Code.
4. **Pl enter PART APAR for year 2017-18, either of Dual reporting or Single reporting structure at a time. Do not enter APAR data of both structure simultaneously.**
5. The headers of Excel Templates should not be changed.
6. **For every PART APAR, there will be a separate row** for each pern. In case, there are 3 Part APARs for year 2016-17/2017-18, then the numbers of Rows against each pern will be 3.
7. The Period of Part APAR (in DDMMYY) is to be entered.(Refer sample template)
8. Grading may be entered as shown in Sample Template.
9. **Only Decimal (.) and hyphen "-" are allowed as special character** in Final Grade column.
10. While feeding manual APAR data **special characters like Comma " , " semicolon " ; " colon " : " hash " # " dollar " \$ " percent " % ", asterisk " * " etc. between two entries are not allowed.**
11. Comments in APAR may be entered as either " Normal" Or "Adverse"
12. Integrity Column may be entered as "Beyond Doubt" Or "Doubtful" Or "Not watched the officer's Work".
13. The disclosure status of APAR may be entered as "Yes" or "No". For disclosed APAR, please enter "Yes" and for Undisclosed APAR pl enter "No".
14. Remarks may be entered in maximum of **35 Characters**; Remarks will be entered regarding Appeal, No report and review certificate. Pl make the entry in the column as
15. For viewing the Manual APAR entry, Pl use T Code "ZHR_GET_APAR_DATA".

 03/03/2021