

महाराष्ट्र दूरसंचार परिमंडल  
बी एस एन एल कॉम्प्लेक्स, प्रशासनिक भवन  
चौथी मंजिल, ए-विंग, स्थापना अनुभाग, जुहू रोड, सांताक्रुज  
(प.) मुंबई-५४  
Maharashtra Telecom Circle,  
BSNL Complex, Administrative Building,  
4<sup>th</sup> Floor, 'A' Wing, Establishment Section, Juhu  
Road, Santacruz (W), Mumbai- 54.



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)

NO. MHCO-ESTB/42/1/2020-HR-ADMIN

Date 05/07/2021

To

All BA Heads/NRUs/Unit Heads & Vertical Heads  
Maharashtra Circle.

Sub: Extension of timelines for processing of e-APAR (through ESS portal) for year 2020-21- regarding.

Ref: File No. BSNLCO-PERB/19(12)/1/2020-PERSI-Part (2) Dtd.05.07.2021.

With reference to the above cited subject, Corporate office New Delhi letter under reference above regarding extension of timelines for processing of e-APAR (through ESS portal) for year 2020-21 is endorsed herewith for information and necessary action pl.

Encl: A/a

  
Deputy General Manager (HR)  
O/o CGMT BSNL, MH Circle, Mumbai-54

पंजीकृत कार्यालय : भारत संचार भवन, हरिश्चंद्र माथुर लेन, जनपथ, नई दिल्ली- 110011 CIN No:

U74899DL2000GOI107739

Regd. Office: Bharat Sanchar Bhavan, Harish Chandra Mathur Lane, Janpath, New Delhi 110 001 Website:

www.bsnl.co.in

Urgent /Time bound

BHARAT SANCHAR NIGAM LIMITED  
CORPORATE OFFICE  
Personnel Branch  
4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

File No: BSNLCO-PERB/19(12)/1/2020-PERS1-Part(2)

Dated 05.07.2021

To,

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

**Subject: - Extension of timelines for processing of e-APAR (through ESS portal) for year 2020-21- regarding.**

**Reference:-**

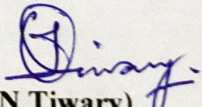
1. This office letter No 500-25/2018/APAR/Pers-I Dated 17.05.2018
2. This office letter No. BSNLCO-PERB/19(12)/1/2021-PERS1 Dated 09.04.2021
3. This office letter No. BSNLCO-PERB/19(12)/1/2021-PERS1 Dated 14.05.2021

Owing to the spread of Covid-19 virus, followed by lockdown in some parts of country, it has been decided with approval of competent authority to further extend timelines for processing of e-APAR for year 2020-21. The revised timelines shall be as specified in the **Annexure-I**.

It has also been decided that the reporting and reviewing officers who have demitted office or retired from service on or after 28.02.2021 shall be allowed to record their remarks till the respective extended cut off dates.

The above relaxations are applicable for year 2020-21 only and will cease to exist from subsequent years.

This issues with the approval of competent authority.

  
(O.N Tiwary)  
Jt. GM (Pers-SM) 05/07/21  
BSNL CO, New Delhi

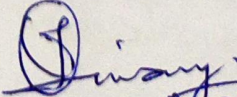
**Copy to:-**

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

**Annexure-I**

**Revised Time Schedule for Preparation/Completion of e-APAR for year 2020-21**

1	Submission of self-appraisal to the reporting officer	15 <sup>th</sup> July 2021
2	Last date for reporting of APARs and further submission to next stage	
	a. Only APAR Structure (PA/PS/PPS/Sr.PPS) By Reporting and reviewing officer	31 <sup>st</sup> August 2021
	b. Normal APAR Structure By Reporting officer	31 <sup>st</sup> August 2021
	C. Dual APAR Structure By Reporting officer -1	15 <sup>th</sup> August 2021
	By Reporting officer -2	31 <sup>st</sup> August 2021
3	Last date for Reviewing of APARs	30 <sup>th</sup> September 2021
4	Disclosure of APAR to Initiator	15 <sup>th</sup> October 2021
5	Receipt of representation, if any from the date of disclosure of APAR	15 days from date of disclosure of APAR or latest by 31 <sup>st</sup> October 2021, whichever is earlier
6	Forwarding of Representation by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority	21 <sup>st</sup> November 2021
7	Disposal of representation by the competent authority (Off line Mode) from the date of receipt of representation.	1 month
8	Communication of the decision of the competent authority on the representation and its updation into the ERP Portal by the APAR Administrator/Custodian.	25 <sup>th</sup> December 2021
9	Last date for updating of No report/ No Review Certificate with Un Completed APARs by APAR Administrator/Custodian.	31 <sup>st</sup> December 2021

  
05/07/21