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

MHCO-ESTB/42/1/2020-HR-ADMIN

Dated: 25/09/2021

To

All Business Area Heads/ NRUs
SSA Head/ Unit Heads/ Vertical Head,
Maharashtra Circle.

Sub: Extension of timelines for completion of e-APARs (through ESS Portal) for the year
2020-21-Regarding.

Ref: No. BSNLCO-PERB/19(12)/1/2020-PERS1-Part (2) Dated: 24.09.2021

With reference to the above, Corporate Office letter under reference above,
instructions regarding completion of timelines for processing of e-APARs (through the ESS
Portal) for the year 2020-21, the timelines for processing of e-APARs are revised is endorsed
herewith for information and necessary action pl.

Encl: A/a

(Pradeepan A.)
Deputy General Manager (HR)
MH Circle, Mumbai-400054

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

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

BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

CORPORATE OFFICE

PERSONNEL BRANCH

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

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

Dated: 24.09.2021

To,

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

Subject:- Extension of timelines for completion of e-APAR (through ESS portal) for year 2020-21- Regarding

In continuation of this office letter even no. dated 01.09.2021, the timelines for processing of e-APARs (through ESS portal) for year 2020-21 are hereby revised as specified in the **Annexure-1**.

This issues with the approval of the competent authority.

Encl: **Annexure-I**


Onkar Nath Tiwary 24/09/21
Jt. General Manager (Pers-SM)
BSNL CO, New Delhi-110001

Copy to:

1. PPS to the CMD BSNL.
2. PPS to the DIR(CFA)/DIR(HR)/DIR(CM)/DIR(ENT)/DIR(F) BSNL Board.
3. The CVO, BSNLCO /the PGM(Pers) BSNLCO.
4. All PGM/GM BSNL CO.
5. The PGM (ERP) for kind info and n/a please.
6. Intranet Portal.

Revised Time Schedule for Completion of e-APAR for year 2020-21:-

1	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	30.09.2021
	b. Normal APAR Structure	
	By Reproting officer	30.09.2021
	c. Dual APAR Structure	
	By Reproting officer-1	27.09.2021
	By Reproting officer-2	30.09.2021
2	Last date for Reviewing of APARs	15.10.2021
3	Disclosure of APAR to Initiator	15.10.2021
4	Receipt of representation, if any from the date of disclosure of APAR	15 Days from date of disclosure of APAR or latest by 31-10-2021 , whichever is earlier
5	Forwarding of Representation by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority	21.11.2021
6	Disposal of representation by the competent authority (Off line Mode) from the date of receipt of representation	1 month
7	Communication of the decision of the competent authority on the representation and its updation into the ERP Portal by the APAR Administration/Custodian	25.12.2021
8	Last date for updating of No Report/ No Review Certificate with Un-Completed APARs by APAR Administrator/Custodian	31.12.2021

Diwani
24/09/21