

CORPORATE OFFICE
(Personnel Branch)
4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

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

dated / 8 .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: - Preparation and Maintenance of e-APARs- Regarding

Reference:

1. BSNL CO Letter No 500-25/2018/APAR/Pers-I Dated 17.05.2018
2. BSNLCO-PERB/19(12)/1/2020-PERS1 Dated 25.11.2020

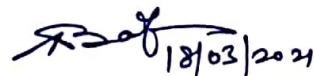
The following discrepancies/short comings have been noticed related to e-APARs in the past.

1. Some Executives are not initiating their e-APARs for the reasons best known to them. Some are initiating their e-APAR but not submitting to the Reporting officer.
2. Some of the Executives are routing their e-APAR to wrong Reporting officer. If Reporting officer send it back to originating executive and by that time period for submission of e-APAR to Reporting Officer is over and such e-APAR remains incomplete.
3. Some Reporting/ Reviewing officer not Reporting/ Reviewing the e-APARs of their subordinates within due time.
4. Some Reporting officers route the e-APARs to wrong Reviewing officer.

All such cases are resulting into non-completion of around 2% e-APARs for each year. The management has viewed it seriously.

In view of the above the Executives are advised to comply with the time lines/ guidelines issued by this office from time to time in this regard, failing which the following actions shall be initiated against the defaulting officers.

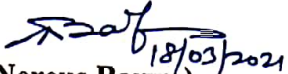
- a) Explanation shall be called for from Initiator(s) who either failed to submit their e-APAR or route it to the wrong reporting officer. Non Submission of e-APAR shall be viewed Adversely by DPC/CPC for Time bound/ Regular Promotions.
- b) An Explanation may also be called for from the Reporting and Reviewing officers who will not process the e-APARs of subordinates with in prescribed time. Also in the absence of valid reason of not performing the duty of completing the e-APARs of subordinates, a warning letter may be attached with the e-APARs of defaulting Reporting/Reviewing officers.


18/03/2021

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In view of the above, the Head of Circle/Administrative units are requested to bestow their kind attention for strict adherence of the e-APAR time Schedule/Guidelines issued from time to time.

This issues with the approval of competent authority.


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