



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

No.500-25/2018/ e-APAR / Pers-1

dated 12.07.2019

To,

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

**Subject: - Regarding completion of e-APARs, pending for reporting/reviewing and appellate decision for years 2016-17 and 2017-18.**

**Reference:-**

- 1.This office letter No 500-25/2018/APAR/Pers-I Dated 17.05.2018
- 2.This office letter No 500-25/2018/APAR/Pers-I Dated 23.05.2019

BSNL has introduced online APAR system i.e. e-APAR system w.e.f., 01.04.2017 (for Normal APAR structure) and subsequently from 01.04.2018 for rest of the APAR structures. Although 98% of e-APARs for years 2016-18 and 2017-18 have been completed in ERP but approximately 2% are still pending for completion due to one or the other reasons.

As per DOP&T guidelines, these APARs needs to be completed by attaching no report/review certificates. Now, provisions have been made in ERP for completion of these pending APARs and accordingly the link for attaching No Report/Review certificate with pending e-APARs for years 2016-17 & 2017-18 has been made active. Further for year 2018-19 onward same shall be made available after expiry of the reviewing period as per the timeline issued vide this office even number letter dated 17.05.2018.

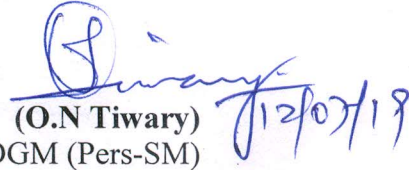
Further, the provision for uploading Appellate decision, against e-APARs against which Appeals have been filed, has also been made in ERP.

Therefore, it is requested that the all pending/incomplete e-APARs for year 2016-17 and 2017-18 may be completed in ERP latest **by 31<sup>st</sup> July 2019.**

The General guidelines to be followed and the procedure for attaching No report/Review certificate and Appellate decision are enclosed as **Annexure I & II.** (Pl refer this office letter dated 05.04.2018 for Guidelines for deciding Appeal cases.)

As the completion of e-APARs is an important HR function, it is requested to kindly ensure that the above activities related to eAPARs are completed by 31.07.2019.

This issues with the approval of competent authority.

  
(O.N Tiwary)  
DGM (Pers-SM)  
BSNL CO, New Delhi

**Copy to:-**

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

**Enclosures:-**

1. **Annexure-I:** - Guidelines for attaching No Report/review Certificates.
2. **Annexure-II:** - Procedure for attaching No Report/Review Certificates & Appellate decisions.
3. **Annexure-III:** - List of uncompleted e-APARs for year 2017-18.
4. **Annexure-IV:** - List of uncompleted e-APARs for year 2016-17.