



BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(Pers.1 Branch)

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

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

dated 17.05.2018

To,

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

Subject: - Time Schedule for Preparation/Completion of e-APAR: - Regarding

Reference: - This office letter No 500-25/2018/ APAR / Pers-1 Dated 05.04.2018

In supersession of time Schedule for Preparation/Completion of APAR circulated vide this office letter under reference, the competent authority i.e. Director (HR) BSNL Board has accorded her approval for implementation of revised Time Schedule for Preparation/Completion of e-APAR in BSNL.

Requests have been received from individuals as well as from the circles to revise the time lines, as last date for submission of APAR by the executives (15th April) etc. was too short.

Further, no time lines were defined for reporting of APARs for Only Reporting (for Personal Staff) and Dual reporting APAR structures in time schedule prescribed by DOPT-vide OM dated 23.07.2009.

Consequently, a revised time lines for Preparation/Completion of e-APAR has been worked out keeping in view the APAR structures, the ESS system performance and also the justified period required for completion of APAR in mind. The same is enclosed as annexure-I for implementation in BSNL from 2017-18 onward.

This issue with the approval of competent authority.


(Manish Kumar)

Jt. General Manager (Personnel)
BSNL CO, New Delhi

Enclosure – Annexure-I

Annexure-I

Time Schedule for Preparation/Completion of e-APAR (Reporting year Financial Year)

1	Submission of self-appraisal to the reporting officer	15 th May
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 st July
	b. Normal APAR Structure By Reporting officer	30 th June
	C. Dual APAR Structure By Reporting officer -1 By Reporting officer -2	10 th June 30 th June
3	Last date for Reviewing of APARs	31 st July
4	Disclosure of APAR to Initiator	15 th August
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 st August, whichever is earlier
6	Forwarding of Representation by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority	21 st September
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.	15 th November
9	Last date for updating of No report/ No Review Certificate with Un Completed APARs by APAR Administrator/Custodian.	21 st November
10	End of entire APAR process	30 th November

Note:-

1. Mid-term e-APARs should be completed (Initiated/Reported/Reviewed) within one month time, irrespective of APAR structure. Other time lines shall be as above.
2. The APAR initiated by venture of transfer (outside BSNL)/ Retirement of Reporting/ Reporting officer-1, should be completed within one month time, irrespective of APAR structure, as the ESS login (Only APAR Tab) of Reporting/ Reporting officer-1 shall remain active only for one month from the date of retirement/transfer.