

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

No: BSNLCO-PERB/19(12)/1/2021-PERS1
To,

dated 09.04.2021

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

Subject: - Processing of e-APARs for year 2020-21:- Regarding

The BSNL has introduced online APAR system w.e.f 01.04.2017 for most of the executives, and for remaining executives it has been implemented w.e.f 01.04.2018. In the past following discrepancies/short comings have been noticed related to e-APARs.

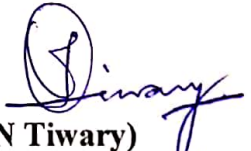
1. Some executives are not submitting their Self-appraisal within time and requesting for extension of timeline for submission of self-appraisal.
2. Some executives are routing their e-APAR to wrong Reporting officer.
3. Some Reporting/Reviewing officer are not Reporting/Reviewing the e-APAR of their 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. This office has already issued instructions to deal with all such cases.

Further, the timelines for processing of e-APARs for year 2020-21 is enclosed as **Annexure-I**. It may be noted that these timelines shall not be extended further. Therefore, all executives are advised to comply with the timelines for processing of e-APARs.

In view of the above, the heads of Circle/Administrative units are requested to bestow their kind attention for strict adherence of e-APAR time lines.

This issues with the approval of competent authority.


(O.N Tiwary)
Jt. GM (Pers-SM) 09/04/21
BSNL CO, New Delhi


Enclosed:- As above

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	10 th June
	By Reporting officer -2	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-I, should be completed within one month time, irrespective of APAR structure, as the ESS login (Only APAR Tab) of Reporting/ Reporting officer-I shall remain active only for one month from the date of retirement/transfer.


09/04/21