

CORPORATE OFFICE

Personnel Branch

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

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

Dated 16.07.2021

To,

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

Subject:- Timelines for corrections in previous years APAR (through ESS portal)-regarding.

Ref: 1. This office letter BSNLCO-PERB/19(12)/1/2020-PERS1 dated 02.02.2021
2. D.O. No. BSNLCO-PERB/19(12)/1/2020-PERS1 dated 10.03.2021 of PGM(Pers.) BSNL CO

Kind reference is invited to this office communications under reference vide which the circles were requested for feeding the gradings / remarks etc of the manual APARs of executives in the ERP system. In spite of taking utmost care in making entries of such data, the chances of typographical error can not be ruled out completely. Therefore, a provision of correction of erroneous entries, if any, have been developed in the ERP system. Every executive will be able to view the entries made with respect to his manual APAR period, through a newly created Tab in ESS portal.

This Tab can be assessed by the executives as below in ESS Portal:-

(Employee Self Service → APAR → Self → Offline APAR)

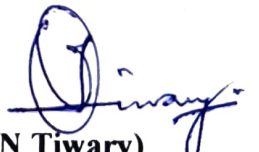
Executives under your jurisdiction may please be advised to check their Manual APAR data fed in to ERP system. Discrepancies noticed, if any, must be brought to the notice of GM(HR) of the concerned Circle by the executive for necessary corrections. GM(HR) of the concerned circle will ensure that all such representations are disposed off and necessary corrections, if any, are done in the ERP system in a timely manner.

Timelines for receipt of such representations and their disposal will be as below:-

Last date for receipt of representations from executives : **31-07-2021**

Last date for disposal of representations and necessary corrections if required : **15-08-2021**

This issues with approval of the competent authority.



(O.N Tiwary)

Jt. GM (Pers-SM) 16/07/21
BSNL CO, New Delhi