



**BHARAT SANCHAR NIGAM LIMITED  
CORPORATE OFFICE**

**Personnel Branch**

**4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001**

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

**dated 26.02.2021**

**To,**

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

**Subject: - Completion of pending e-APARs for year 2019-20:- Regarding**

**Reference:-**

- 1. This office letter No 500-25/2018/APAR/Pers-I Dated 17.05.2019**
- 2. This office letter No 500-25/2018/e-APAR/Pers-I Dated 12.07.2019**

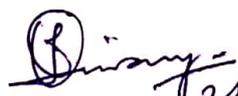
The progress of e-APARs for year 2019-20 has been monitored and it has been noticed that out of 73874 e-APARs, approximately 800 e-APARs of **working executives** are still pending at initiator, reporting and reviewing officer's end. The detailed analysis of report is as under

1. 138 have been initiated in ESS system, but not submitted to reported officers.
2. 299 e-APARs could not be reported and reviewed due to retirement of the then reporting/reviewing officer.
3. 221 e-APARs are of short period, i.e. APAR period is less than 3 Months, which also have not been processed by concerned officers.
4. 137 e-APARs which are of period ranging from 3 Months to One year have also not been processed by reporting/reviewing officers even after extending last date of completion of e-APARs several times.

The management has viewed it seriously and thus decided to call for an explanation from defaulting executives who have not processed the e-APAR for year 2019-20 of either himself or of subordinates even by the extended deadlines. The list of such defaulting executives is enclosed as **Annexure-I**.

Further, as the last date of reporting and reviewing of e-APAR has expired and consequently reporting and reviewing officers have forfeited their rights to make any entry in e-APARs for year 2019-20. Therefore, pending e-APARs need to be completed in ESS portal by attaching No Report/ No Reviewing certificate. The list of e-APARs for year 2019-20 with which No Report/ No Reviewing certificate to be attached is enclosed as **Annexure-II**.

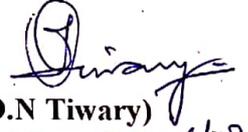
The guidelines and procedure for attaching No Report/Review certificate with e-APARs have already been issued vide his office letter under reference 2. Same are also enclosed as **Annexure-III & IV** for reference.

  
26/02/21

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Since, completion of e-APARs is an important HR activity; therefore, it is requested to complete the whole activity latest by **15<sup>th</sup> March 2021 positively** with a certificate mentioning that all e-APARs of executives working under your jurisdiction have been completed and explanation from defaulting officers have been called for, may be submitted to this office by **21<sup>th</sup> of March 2021**.

This issues with the approval of competent authority.



**(O.N Tiwary)**

Jt. GM (Pers-SM) 26/02/21  
BSNL CO, New Delhi

**Enclosed:-**

1. **Annexure-I:** - List of defaulting officer who have not processed e-APARs for year 2019-20 within due time.
2. **Annexure-II:** - List of e-APARs for attaching No Report/ No Review certificate
3. **Annexure-III:** - Guidelines for attaching No Report/ No Review certificate.
4. **Annexure-IV:** - Procedure for attaching No Report/ No Review certificate in ESS Portal.

## Annexure-I

### General Guidelines for completion of pending APARs are as under

1. The cases for attaching No report/review certificate shall be processed by concerned **APAR Administrator/custodian**. ( *Pl refer table below for details of Custodian*)
2. Approval for attaching No report/review certificate shall be taken from the **Competent Authority**. ( *Pl refer table below for details of competent authority*)
3. For each uncompleted e- APAR, a certificate mentioning the details of the then reporting /reviewing officers as the case may be should be issued with the signature of the authority (**Issuing Authority**) not below the rank of GM. ( *Pl refer table below for details of Issuing authority*)
4. Details of the No report/review certificate shall be uploaded in ERP Portal by concerned APAR custodian. . ( *Pl refer table below for details of Custodian*)
5. The duly signed copy for No report/review certificate shall be kept in office record and copy of same shall be forwarded to CS to Director (HR) BSNL Janpath New Delhi for information.
6. (a) For executive who got transferred to new place, the case of No Report/Review certificate shall be processed & certificate shall be issued by the old unit/Circle where the executive was actually posted during the APAR period.
6. (b) As the jurisdiction of APARs of transferred executive is now with the new custodian therefore, the concerned (New) custodian shall upload the No Report/Review certificate details into ERP Portal based on the certificate issued by the old unit.

### **Details of the Custodian, Issuing Authority & Competent Authority for issuing No Report and Review Certificates.**

<b>Unit</b>	<b>APAR period for which</b>	<b>APAR custodian</b>	<b>Certificate issuing Authority</b>	<b>Competent authority</b>
SSA/Business Area	the then reviewing officer is posted at SSA/Business Area	Custodian at SSA/Business Area	Concerned SSA/Business Area Head	Concerned SSA/Business Area Head
Circle Office	the then reviewing officer is posted at Circle	Circle Custodian	PGM/GM(HR/Admin) Circle office	Concerned Circle Head
Corporate Office	the then reviewing officer is posted at corporate office	CS to Director (HR) BSNL	PGM/GM(Pers.) BSNL CO New Delhi	Director (HR) BSNL Board

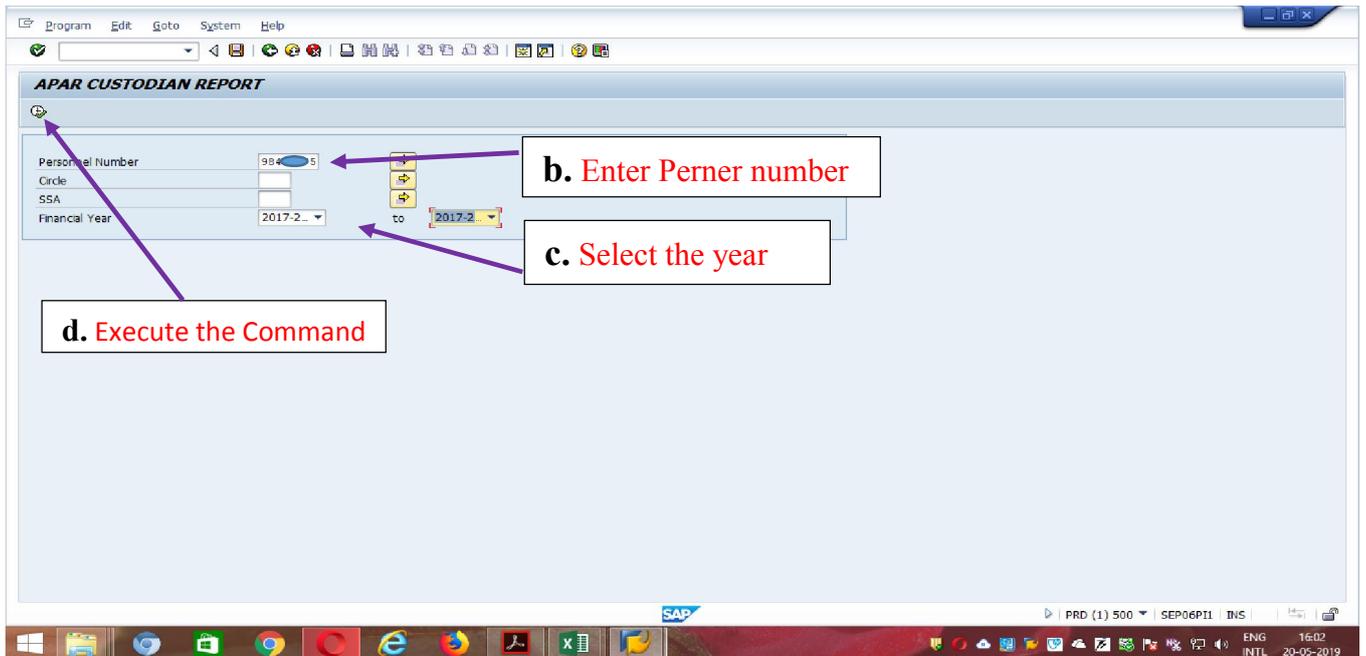
#### **Note:-**

- For executives of Civil/Electrical & Architecture wings, the No Report/Review Certificate shall be issued by the concerned (Telecom) SSA/Business Head/ Circle Head Or PGM/GM (Pers.) BSNL CO as the case may be.

**Procedure for attaching No Report/Review Certificate with uncompleted APAPs.**

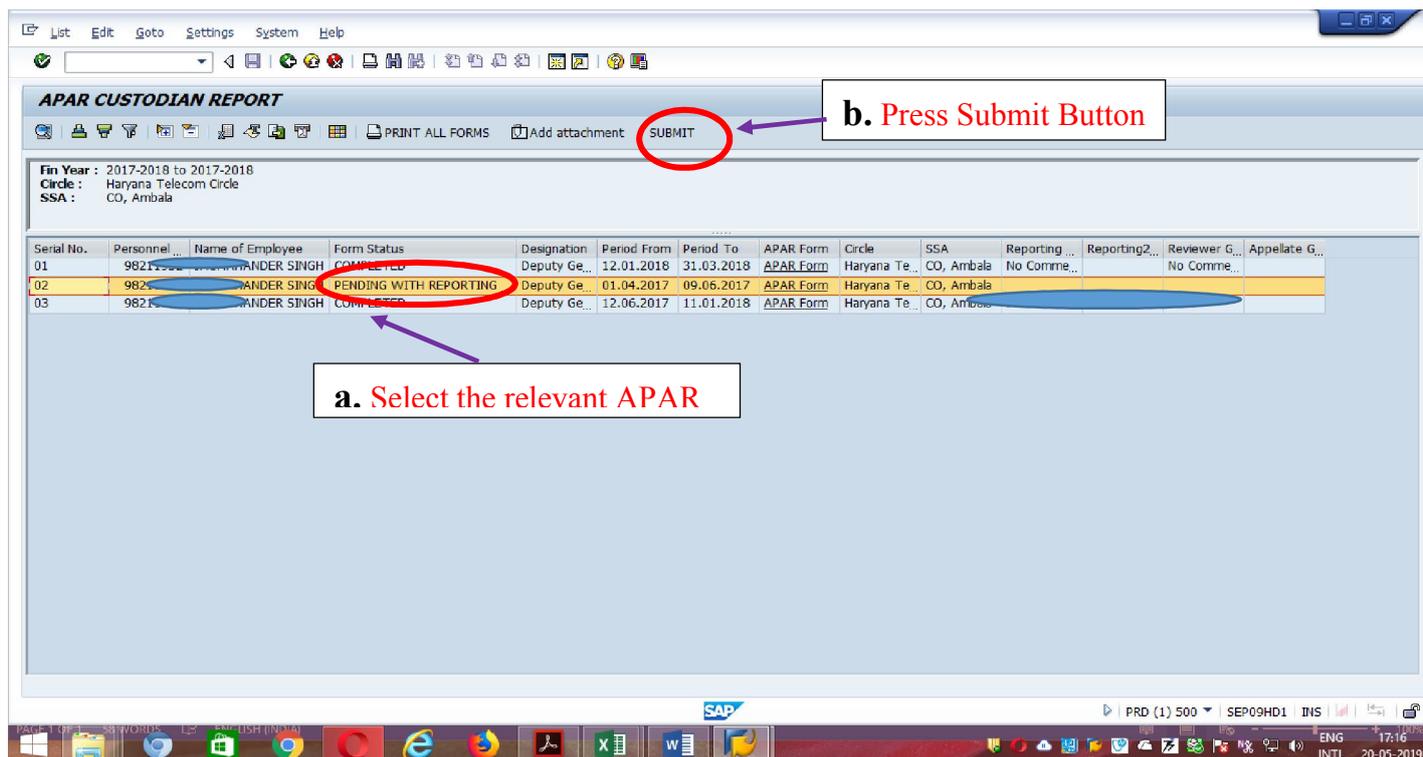
**Step-1**

- a. Use T-Code “ZHR\_ APAR\_ CUSTODIAN” though authorized APAR custodian login.
- b. Enter Perner numbers of executives whose APARs are pending for completion (Multiple selection are allowed).
- c. Select the year from window provided at the end.
- d. Execute the Command.



**Step-2**

- a. Select the relevant APAR
- b. Press the Submit Button



### Step-3

- a. Enter the details of the Office which has issued the No Report/Reviewing certificate ( Example PGM (Pers.) BSNL CO New Delhi)
- b. Enter the letter Number of No Report/Review certificate with date.
- c. Enter the Pern Numbers of the then Reporting and Reviewing officer.
- d. Enter the Pern Number of the officer (Not below the rank of GM) who signed the No report/Review certificate.
- e. Press Review Button and verify the data specially the Perner numbers and names of Reporting, Reviewing and Issuing officer.
- f. Press Submit Button.

The screenshot shows the SAP 'APAR CUSTODIAN REPORT' form. The form is titled 'Reporting Form' and contains the following fields and buttons:

- Employee Name: SANKARANANDER SINGH
- Pernr No: 992
- Designation: Deputy General Manager (Adh)
- APAR Period: 01.04.2017 - 09.06.2017
- Office Of: (Dropdown menu)
- Letter No: (Text field)
- Date: (Text field)
- Reporting Officer: (Text field)
- Reviewing Officer: (Text field)
- Issuing Authority: (Text field)
- Buttons: Submit, Review, Refresh

Annotations with arrows point to the following elements:

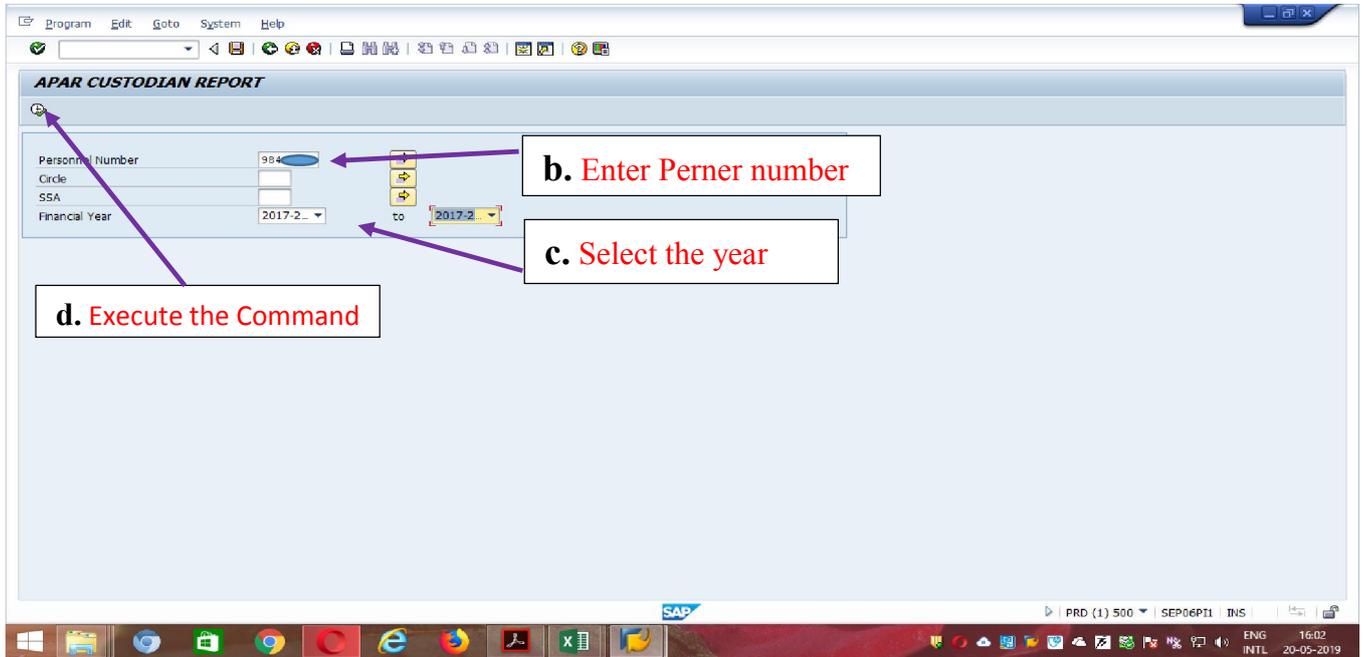
- a. Enter Office details (points to the Office Of dropdown)
- b. Enter the letter Number with date (points to the Letter No and Date fields)
- c. Enter Pernr Numbers of the then Reporting & Reviewing officers (points to the Reporting Officer and Reviewing Officer fields)
- d. Enter Pernr Number of Issuing Officer (points to the Issuing Authority field)
- e. Press Review Button and verifying data (points to the Review button)
- f. Finally Press Submit Button (points to the Submit button)

The SAP logo is visible in the bottom right corner of the form area. The system tray at the bottom shows the date as 20-05-2019 and time as 17:33.

## Procedure for attaching Appellate Decision with uncompleted APAPs.

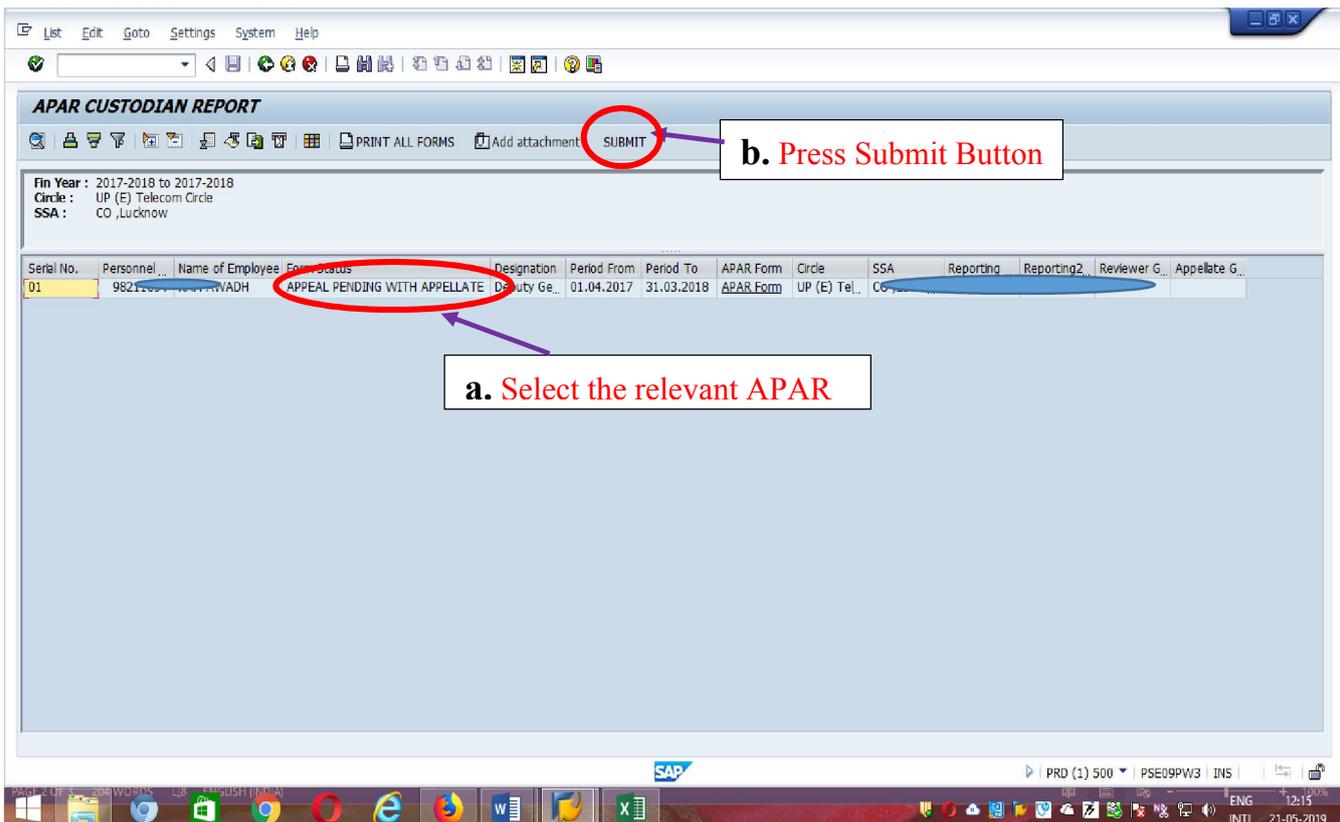
### Step-1

- Use T-Code “ZHR\_ APAR\_ CUSTODIAN” though authorized APAR custodian login.
- Enter Perner numbers of executives whose APARs are pending for completion (Multiple selection are allowed).
- Select the year from window provided at the end.
- Execute the command.



### Step-2

- Select the relevant APAR
- Press the Submit Button



### Step-3

- a. Enter the details of the Office which has issued the Speaking order ( Ex. *PGM (Pers.) BSNL CO New Delhi*)
- b. Enter the Speaking order Number with date.
- c. Enter the Pern Number of the Appellate/Competent authority.
- d. Enter the Pern Number of the officer who signed the Speaking order.
- e. Enter the Final grading and Comments given by the Appellate authority.
- f. Press Review Button and verify the data specially the overall grading and comments given by Appellate authority.
- g. Press Submit Button.

The screenshot shows the 'APAR CUSTODIAN REPORT' application window. The 'Appellate Form' section contains the following fields and controls:

- Employee Name:
- Pernr No:
- Designation:
- APAR Period:
- Office Of:
- Letter No:  Date:
- Competent Authority:
- Issuing Authority:
- Final APAR Grade:
- Comments:
- Buttons:

Annotations with arrows point to the following elements:

- a. Enter Office details (points to Office Of)
- b. Enter the Speaking order Number with date (points to Letter No)
- c. Enter Pernr Number of Appellate/Competent authority (points to Competent Authority)
- d. Enter Pernr Number of Issuing Officer (points to Issuing Authority)
- e. Enter final grading & Remark given by Appellate authority (points to Final APAR Grade)
- f. Press Review Button and verifying data (points to Review button)
- g. Finally Press Submit Button (points to Submit button)

The Windows taskbar at the bottom shows the system tray with the date 21-05-2019 and time 17:09.