



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)

**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

**Room No-211, 2<sup>nd</sup> Floor,  
Eastern Court, Janpath,  
New Delhi-110001**

No: CS/DIR (Fin)/3-1/2014-15

Dated: 07.04.2014.

To,

1. All Heads and IFAs of Telecom Circles/ Metro Districts/ Maintenance Regions/ Projects/Stores/ Factories/ BRBRAITT/ ALTTC & all other administrative units.
2. Director(Fin)/ED(FIN), CVO BSNL & All GMs/ PGMs BSNL CO.

**Subject:- Timely completion and proper maintenance of Annual Performance Appraisal Report(APAR) for the year 2013-14 and communication of all entries to executives for fairness and transparency in public administration—regarding.**

With the closing of the financial year 2013-14, the task of writing Annual Performance Appraisal Reports in respect of all Telecom Finance Executives is required to be undertaken and completed immediately alongwith backlog if any.

Accordingly, all reporting officers and reviewing officers are requested to adhere to the time schedule for preparation of confidential reports as stipulated vide DO P&T OM No. 21011/02/2009-Estt.(A) dated 16.02.2009 which is annexed for ready reference.

It is requested to kindly look into the matter and arrange to forward the copy of APARs of all Telecom Finance executives (A.Os and above) up to the period ending 31<sup>st</sup> March 2014 working in your Circle/ Unit to Confidential Secretary to Director (Finance) **latest by 05.06.2014 positively** after disclosing full APARs to the executives reported upon as per existing instructions.

**In addition to the above, the APAR(s) in respect of A.Os and above relating to previous years lying pending in respect of executives working in your Circle/Unit may also be got completed and sent to CS to Director(Finance) BSNL immediately.**

(S.K.Bhardwaj)  
General Manager (FP)

**Annexure**

**TIME SCHEDULE FOR PREPARATION OF ANNUAL PERFORMANCE  
APPRAISAL REPORTS**

<b>Sl. No.</b>	<b>Nature of Action</b>	<b>Date by which to be completed</b>
1.	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March. (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April
3.	Submission of report by reporting officer to reviewing officer:- <ul style="list-style-type: none"><li>• Where self-appraisal by officer reported upon is prescribed.</li><li>• Where self-appraisal by officer reported upon is not prescribed.</li><li>• Where officer reported upon is himself a reporting officer for subordinates under him.</li></ul>	<ul style="list-style-type: none"><li>• 7<sup>th</sup> May.</li><li>• 21<sup>st</sup> April.</li><li>• 22<sup>nd</sup> May.</li></ul>
4.	Report to be completed by Reviewing Officer and sent to Administrative or CR Section/ Cell.	<ul style="list-style-type: none"><li>• 23<sup>rd</sup> May where the due date for the reporting office is 7<sup>th</sup> May.</li><li>• 7<sup>th</sup> May where the due date for the reporting officer is 21<sup>st</sup> April.</li><li>• 5<sup>th</sup> June where the due date for the reporting officer is 22<sup>nd</sup> May.</li></ul>

**Important notice;**

- (i) The Reporting Officer is requested to complete the APARs as per schedule above. The Reporting Officer shall have no right to enter any remarks in the APARs after 30<sup>th</sup> June following the annual reporting period.
- (ii) Reviewing Officer is also requested to complete the review of the APARs as per schedule above. The Reviewing Officer shall have no right to enter any remarks in the APARs after 31<sup>st</sup> August following the annual reporting period.