



NO. BSNLCO-PERB/19(12)/2/2022-PERS1 Part(3)

Dated: 04.04.2024

To,

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

Sub:- Processing of e-APAR of employees of BSNL, online through ESS-Portal for year 2023-24- regarding.

Ref.: Restg. Cell letter no. BSNLCO-COMN/11(15)/129/2023-RSTG dated 19.03.2024.

BSNL has introduced online e-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 case of Non-executive employees, the online e-APAR system has been implemented w.e.f. 01.04.2022.

In the past following **discrepancies/ shortcomings** 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.
5. Integrity column is being marked casually as "Doubtful / Not watched the officer's work" without following the laid down procedure for doing so, resulting in avoidable grievances of officer reported upon and delay in the process of completion of e-APAR.
6. After completion of e-APAR some of the Reporting/Reviewing officers state that they have marked the option under column "C" of Part-3 (regarding Normal/Adverse) as "Adverse" inadvertently. This results in avoidable grievances of officer reported upon and delay in the process of completion of e-APAR.

All such cases are resulting into delay in completion of e-APARs process. The management has viewed it seriously. All concerned are advised to be very careful while writing /reporting /reviewing the e-APARs.

The timelines for processing of e-APARs of executive employees of BSNL for year 2023-24 is enclosed as "**Annexure-I**".

All employees of BSNL are advised to comply with the timelines for processing of e-APARs.

This issues with the approval of competent authority.

(Satish Kumar)
DGM(Pers.1)
BSNL CO, New Delhi
04/04/2024

Enclosures: As above.



ANNEXURE-'I'

**Time Schedule for Preparation/Completion of e-APAR
(for Reporting of Financial year 2023-24) :-**

1	Submission of self-appraisal to the reporting officer.	Up-to 15-05-2024
2	Reporting of APARs and further submission to next stage.	
	a. APAR Structure for (PA/PS/PPS/Sr. PPS) Where Reporting and reviewing officer are same.	21.05.2024 to 30.06.2024.
	b. Normal APAR Structure By Reporting officer	21.05.2024 to 30.06.2024.
	c. Dual APAR Structure By Reporting officer-1	21.05.2024 to 10.06.2024
	By Reporting officer-2	21.05.2024 to 30.06.2024
3	Reviewing of APARs	21.05.2024 to 31.07.2024
4	Disclosure of APAR to Initiator	The date On which APAR is reviewed** (Auto disclosed immediately after review)
5	Receipt of representation, if any from the date of disclosure of APAR	Within 15 Days of disclosure of APAR.
6	Forwarding of Representation by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority	15 th 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 Administration/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 in case of transfer (within BSNL) /Retirement, should be completed (Initiated/Reported/Reviewed) within one month time, irrespective of APAR structure. Other time lines shall be as above.
2. The e-APAR initiated by venture of transfer (outside of BSNL) of Reporting, should be completed within three month time, irrespective of APAR structure, as the ESS login (Only APAR Tab) of Reporting officer shall remain active only for three months from the date of transfer (outside of BSNL) as per letter dated 08.07.2019.
3. **NOTE****: Reviewed e-APAR is reflected and auto disclosed in the APAR inbox of the officer reported upon immediately after review of e-APAR.