



BHARAT SANCHAR NIGAM LIMITED  
CORPORATE OFFICE  
O/o Principal General Manager (Pers)  
4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

No. 500-25/2015/e-APAR/Pers.-I

Dated 01.03.2017

To,

All CGMs  
BSNL Circles/Units.

**Subject: - Guidelines for filling of e-APAR through ERP-reg.**

**Reference: - This office letter dated 23.02.3017.**

In reference to this office letter cited above, queries have been received from circles regarding appointment of Administrator / Custodian of e-APAR. It is clarified here that the Administrator / Custodian of e-APAR shall be made not below the AGM level officer at the circle and not below the SDE level officer at the SSA.

It is further reiterated that the names of custodian of APARs may be sent directly to GM (ERP) on or before 05.03.2017 positively under intimation to this office, so that role of custodian/Admin may be assigned by ERP team by 15.03.2017.

Kindly treat this as **most urgent**.

This issues with the approval of the competent authority.

(Thakur Singh)  
Asstt. General Manager (Personnel)  
BSNL CO, New Delhi