



No. BSNLCO-PERB/19(12)/2/2022-PERS1-Part(4)

Dated: 15.04.2025

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.

Subject:- Processing of e-APARs for “executive & non-executive” employees of BSNL, online through ESS-Portal for ‘FY’ 2024-25- regarding.


Online e-APAR system has been in place in BSNL for “executive and non-executive” employees.

The timelines for processing of e-APARs for “executive & non-executive” employees of BSNL for “FY” 2024-25 are enclosed as Annexure-I, Annexure-“II & III” respectively.

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

This issues with the approval of competent authority.

Enclosures: As above.


(Satish Kumar)
DGM(Pers.1)
BSNL CO, New Delhi
15/04/2025

Copy to: DGM(Pers.-ERP) for information and necessary action please.

Annexure - I'

Time Schedule for Preparation/Completion of e-APAR of executive employees.
(for Reporting of Financial year 2024-25) :-

1	Submission of self-appraisal to the reporting officer.	Up-to 15-05-2025
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.	21.05.2025 to 30.06.2025.
	b. Normal APAR Structure By Reporting officer	21.05.2025 to 30.06.2025.
	c. Dual APAR Structure By Reporting officer-1	21.05.2025 to 10.06.2025
	By Reporting officer-2	21.05.2025 to 30.06.2025
3	Reviewing of APARs	21.05.2025 to 31.07.2025
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

Annexure- II

Time Schedule for Preparation/Completion process of e-APAR for "NE9 & Above"
(for Reporting of Financial year 2024-25) :-

S.No.	Task to be performed	Date
1	Last date for Submission of self-appraisal (NE9 & above) to the reporting officer. By concerned Non-executive	15.05.2025
2	Last date for reporting of APARs and further submission to next stage. By Reporting officer	30.06.2025
3	Last date for Reviewing of APARs. By Reviewing officer	31.07.2025
4	Disclosure of APAR to Non-executive employee.	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	Last date for Forwarding of Representation by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority.	15 th September
7	Time for Disposal of representation by the competent authority (Off line Mode) from the date of receipt of representation.	1 month
8	Last date for 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

Annexure- III

Time Schedule for Preparation/Completion process of e-APAR for "NE1 to NE8"
(for Reporting of Financial year 2024-25) :-

S.No.	Task to be performed	Date
1	Last date for Initiation and writing of e-APAR of Non-executive employee (NE1 to NE8) by the reporting/reviewing officer .	30.06.2025
2	Disclosure of APAR to concerned Non-executive employee.	The date on which APAR is reported/reviewed** (Auto disclosed immediately after review).
3	Receipt of representation, if any from the date of disclosure of APAR.	Within 15 Days of disclosure of APAR.
4	Last date for Forwarding of Representation by Reporting/Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority.	15 th September
5	Time for Disposal of representation by the competent authority (Off line Mode) from the date of receipt of representation.	1 month
6	Last date for 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
7	Last date for updating of No Report/ No Review Certificate with Un-Completed APARs by APAR Administrator/Custodian.	21 st November
8	End of entire APAR process.	30 th November

Note:-

- (i) 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.
- (ii) 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.
- (iii) NOTE**: Reviewed e-APAR is reflected and auto disclosed in the APAR inbox of the officer reported upon immediately after review of e-APAR.