



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 29.03.2017

To,

All CGMs  
BSNL Circles/Units.

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

**Reference:- This office letter No :- 500-25/2015/e-APAR/Pers.-I dated 23.02.2017**

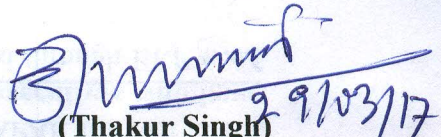
In continuation of this office letter dated 23.02.2017, it is retreated that the APAR for year 2016-17 for all group A and B executives (Absorbed/ un absorbed) **except those executives who have only reporting (no reviewing) and dual reporting structure**, shall mandatory be filled through ERP w.e.f 01.04.2017.

The APAR's which have already been initiated before 01.04.2017 and are at various stages of completion, need not be reinitiated through ESS portal.

Moreover, ERP center Ghaziabad has uploaded the process wise manual as well as the videos for the assistance of executives to process e-APAR. The executives are advised to go through the manual and videos for better understanding of new process, by visiting ERP help desk Portal website.

- **<http://10.197.216.213/> → Module → HCM → PROCESS WISE MANUALS → "e-APAR through ESS for Gr. A & Gr. B employees"**

This may also brought to the notice of all concerned authorities.

  
(Thakur Singh)  
Asst. General Manager (Pers-I)  
BSNL CO, New Delhi