

File No.BSNLCO-PERB/19(12)/1/2021-PERS1

**CORPORATE OFFICE
Personnel Branch**

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

No:BSNLCO-PERB/19(12)/1/2021-PERS1

Dated 30.06.2021

To,

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

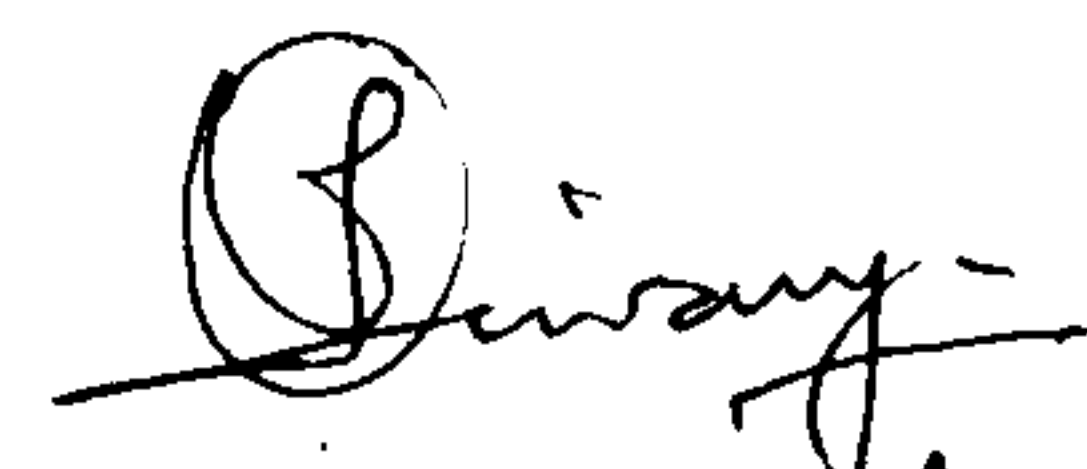
Sub: Processing of e- APAR processing in case of demise of Reporting Officer.

Several queries from different units have been received regarding the processing of e-APARs of the executive whose reporting officer has expired.

2. The issue has been examined in detail and the undersigned has been directed to invite reference to the point no. 5 of this office letter no. 500-25/2018/APAR/Pers-1 dated 17/04/2018. This point deals with the processing of e-APARs in the event of retirement of reporting officer, or transfer of reporting officer to other department and when their Pern number is not in service even after one-month extension.

3. The present queries being similar to the one dealt in point no.5 of this office letter dated 17.04.2018, wherein the reporting officer becomes unavailable for the purpose of reporting, under signed has been directed to convey that, the process defined in point no.5 of this office letter no. 500-25/2018/APAR/Pers-1 dated 17/04/2018 shall be applicable and be followed for initiation and processing of e-APARs in all the cases of demise of reporting officer.

4. This issues with the approval of competent authority.



(O.N Tiwary) 30/06/21
Jt.GM(Pers-SM)
BSNL CO, New Delhi



BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(Pers.1 Branch)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

No.500-25/2018/ APAR / Pers-1

dated 17th .04.2018

To,

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

Subject: - Clarification regarding writing of e-APAR.

Reference: - This office letter No 500-25/2018/ APAR / Pers-1 Dated 05.04.2018


This office has received few queries/issues related to filling of e-APAR from circles for clarification. The issues raised with their clarifications are as under

Sr. No	issue	Clarification
1	The executive originally belonging to Telecom/ Civil/Arch/Finance etc. cadres, but performing their duty as PA/PS/PPS will fill which APAR form.	The executive who is performing the task of CS/Sr. PPS/PPS/PA/PA, shall submit their Self-appraisal under Single reporting structure irrespective of the stream they belong to and as per job description attached to the post he/she is working.
2	In case second Reporting officer/Reviewing officer retired/transferred, is there any immediate need to initiate the APAR.	The executives shall initiate their APAR only, if he/she himself transfer/retire or his/her Reporting/Reporting officer-1 transfer/retire. <u>(Already clarified vide this office letter No 500-15/2018/APAR Pers-I dated 05.04.2018)</u>
3	Whether Scored IPMS (after assigning the Marks) or un scored IPMS should be uploaded with APAR	The executives has to upload the un scored IPMS Card duly signed by executive himself and also by the reporting officer/Reporting officer-1, which was finalized at the beginning of the financial year/ or at the start of new tenure (in case transfer of executive in mid of the financial year). <u>(Already clarified vide this office letter No 500-15/2018/APAR Pers-I dated 05.04.2018)</u>
4	An officer working on look after arrangement on higher post will fill which APAR form i.e. the APAR form corresponding to his substantive grade he/she actually belongs to, or the APAR forms corresponding to the post he/she is working on look after arrangement.	A look after arrangement for higher post is given on purely temporary basis, therefore an incumbent working on look after arrangement should fill the APAR form corresponding to the substantive grade he/she actually belongs to. <u>(Already clarified vide this office letter No 500-15/2016/APAR Pers-I dated 22.04.2016)</u>

5	How to initiate APAR if reporting officer has been retired or transferred to other department and their Pem Number is not in service even after one month extension?	Although the initiator has to initiate/submit his self-appraisal just after the retirement or transfer (outside BSNL) of his/her reporting officer/reporting officer-1, but if same is still not initiated, then in such case the executive shall initiate the APAR by putting Pem Number of his/her reviewing officer. The reviewing officer shall act as a reporting officer in such cases. These APARs shall be reviewed by the next superior in the hierarchy. . (Reference :- DOP&T OM 23 rd September 1985)
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Further in order to facilitate the executives to initiate/submit e-APAR, the competent authority has decided to extend the **last date of submission the self-Appraisal** for year 2017-18 (through ESS portal) **till 15.05.2018**. **No further extension will be given beyond the above mentioned dates.**

This issue with the approval of competent authority.


17-04-2018
(Atul Kumar Mathur)
Dy. General Manager (Personnel)
BSNL CO, New Delhi

Enclosure – As above