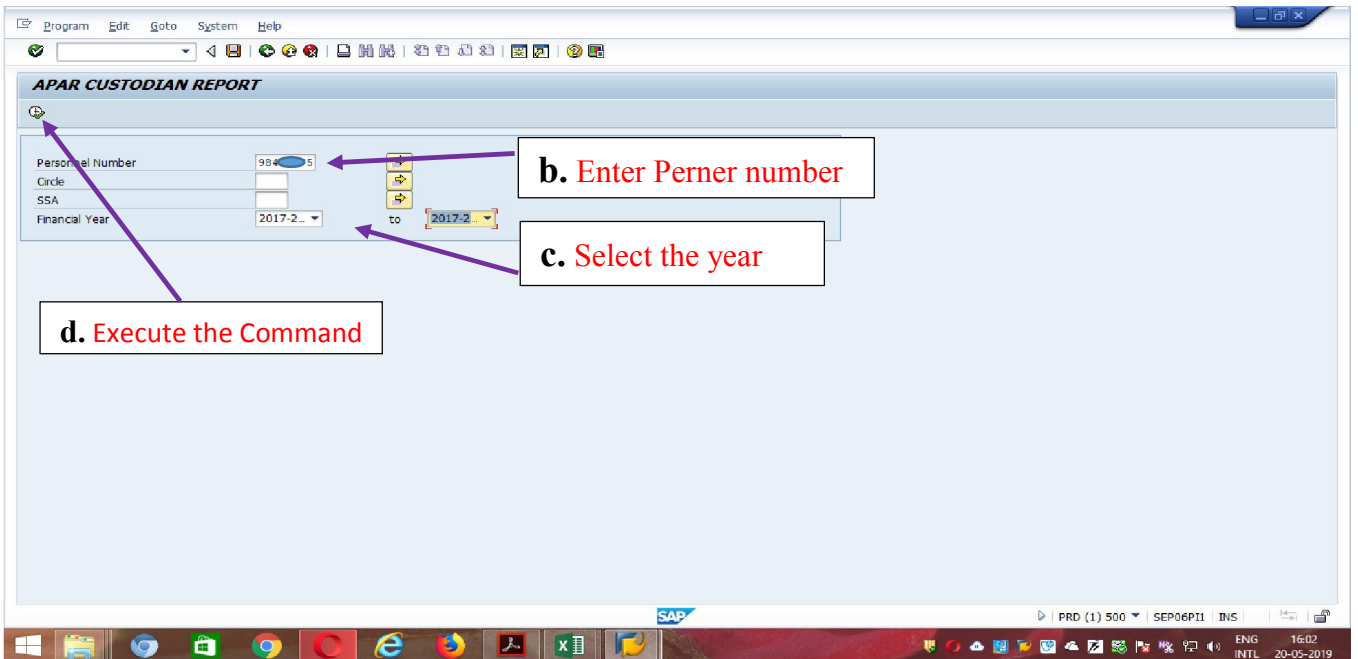


Procedure for attaching No Report/Review Certificate with uncompleted APAPs.

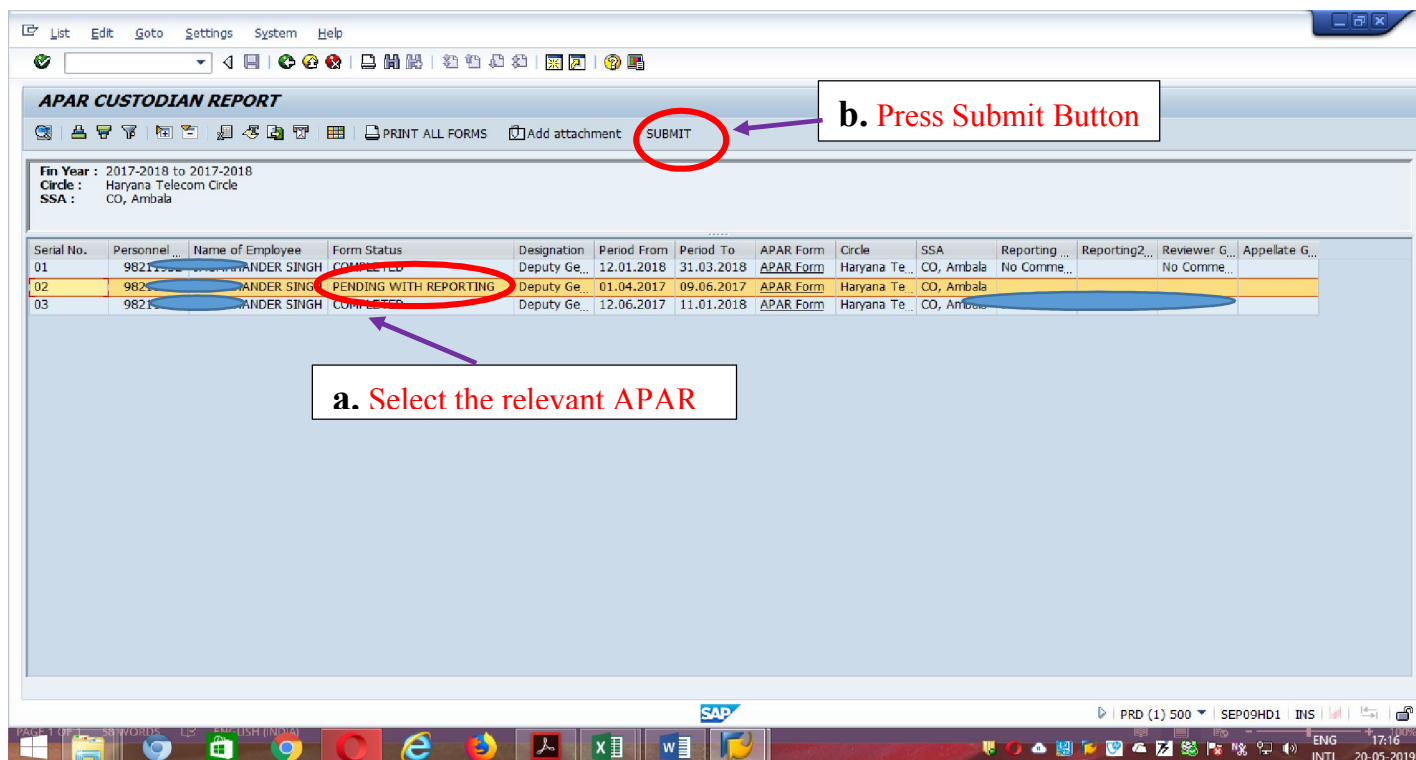
Step-1

- a. Use T-Code “ZHR_ APAR_ CUSTODIAN” though authorized APAR custodian login.
- b. Enter Perner numbers of executives whose APARs are pending for completion (Multiple selection are allowed).
- c. Select the year from window provided at the end.
- d. Execute the Command.



Step-2

- a. Select the relevant APAR
- b. Press the Submit Button



Step-3

- a. Enter the details of the Office which has issued the No Report/Reviewing certificate (Example PGM (Pers.) BSNL CO New Delhi)
- b. Enter the letter Number of No Report/Review certificate with date.
- c. Enter the Pern Numbers of the then Reporting and Reviewing officer.
- d. Enter the Pern Number of the officer (Not below the rank of GM) who signed the No report/Review certificate.
- e. Press Review Button and verify the data specially the Perner numbers and names of Reporting, Reviewing and Issuing officer.
- f. Press Submit Button.

The screenshot shows the SAP 'APAR CUSTODIAN REPORT' form. The form is titled 'Reporting Form' and contains the following fields and buttons:

- Employee Name: SANKARANANDER SINGH
- Pernr No: 992
- Designation: Deputy General Manager (Adh)
- APAR Period: 01.04.2017 - 09.06.2017
- Office Of: (Dropdown menu)
- Letter No: (Text field)
- Date: (Text field)
- Reporting Officer: (Text field)
- Reviewing Officer: (Text field)
- Issuing Authority: (Text field)
- Buttons: Submit, Review, Refresh

Annotations with arrows point to the following elements:

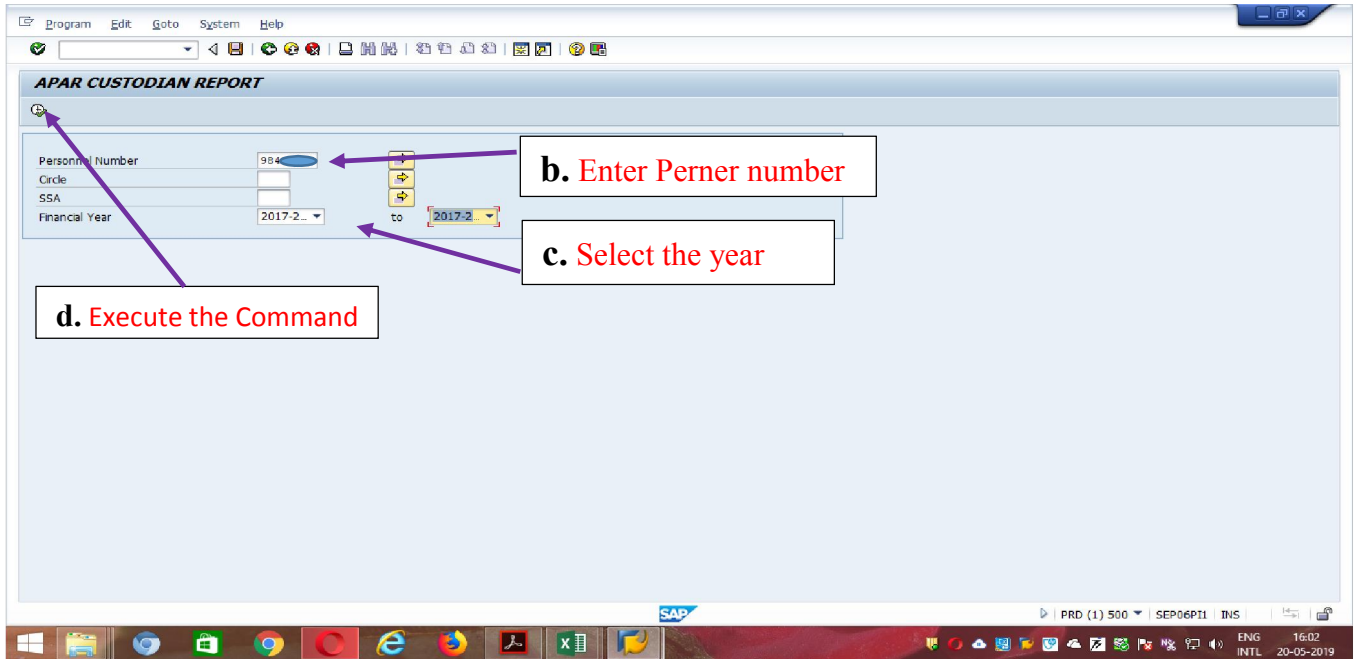
- a. Enter Office details (points to the Office Of dropdown)
- b. Enter the letter Number with date (points to the Letter No and Date fields)
- c. Enter Pernr Numbers of the then Reporting & Reviewing officers (points to the Reporting Officer and Reviewing Officer fields)
- d. Enter Pernr Number of Issuing Officer (points to the Issuing Authority field)
- e. Press Review Button and verifying data (points to the Review button)
- f. Finally Press Submit Button (points to the Submit button)

The SAP logo is visible in the bottom right corner of the form area. The system tray at the bottom shows the date as 20-05-2019 and time as 17:33.

Procedure for attaching Appellate Decision with uncompleted APAPs.

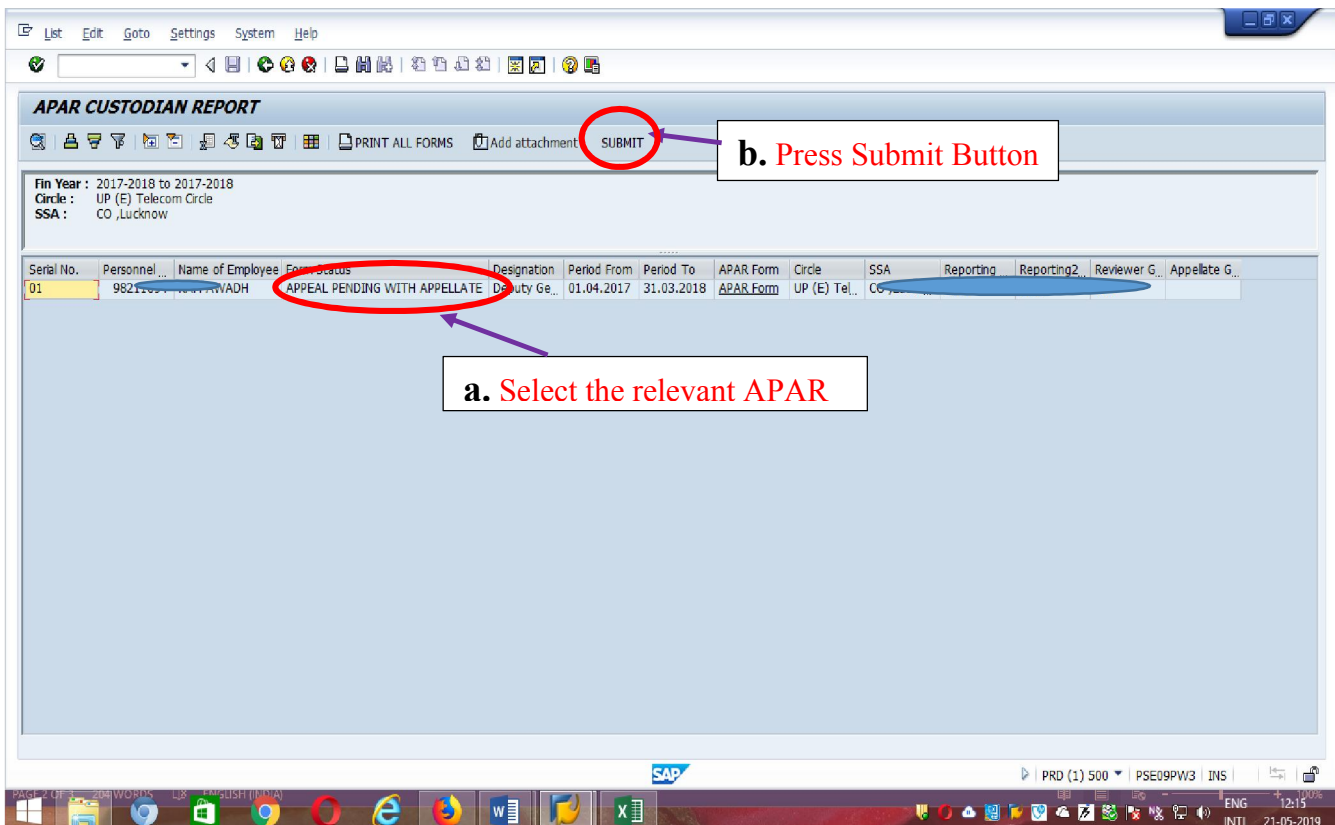
Step-1

- Use T-Code “ZHR_ APAR_ CUSTODIAN” through authorized APAR custodian login.
- Enter Perner numbers of executives whose APARs are pending for completion (Multiple selection are allowed).
- Select the year from window provided at the end.
- Execute the command.



Step-2

- Select the relevant APAR
- Press the Submit Button



Step-3

- a. Enter the details of the Office which has issued the Speaking order (Ex. PGM (Pers.) BSNL CO New Delhi)
- b. Enter the Speaking order Number with date.
- c. Enter the Pern Number of the Appellate/Competent authority.
- d. Enter the Pern Number of the officer who signed the Speaking order.
- e. Enter the Final grading and Comments given by the Appellate authority.
- f. Press Review Button and verify the data specially the overall grading and comments given by Appellate authority.
- g. Press Submit Button.

The screenshot shows the 'APAR CUSTODIAN REPORT' application window. The 'Appellate Form' section contains the following fields and controls:

- Employee Name:
- Pernr No:
- Designation:
- APAR Period:
- Office Of:
- Letter No: Date:
- Competent Authority:
- Issuing Authority:
- Final APAR Grade:
- Comments:
- Buttons:

Annotations with arrows point to the following elements:

- a. Enter Office details (points to the Office Of field)
- b. Enter the Speaking order Number with date (points to the Letter No field)
- c. Enter Pernr Number of Appellate/Competent authority (points to the Competent Authority field)
- d. Enter Pernr Number of Issuing Officer (points to the Issuing Authority field)
- e. Enter final grading & Remark given by Appellate authority (points to the Final APAR Grade field)
- f. Press Review Button and verifying data (points to the Review button)
- g. Finally Press Submit Button (points to the Submit button)