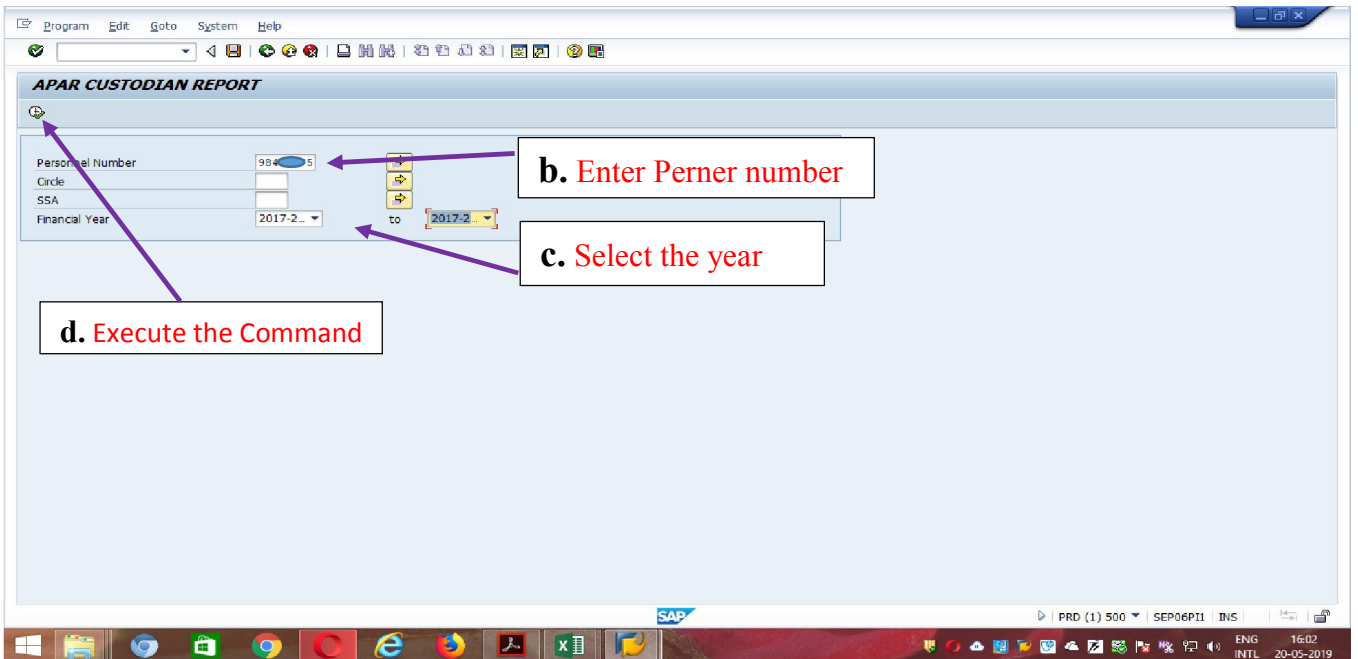## Procedure for attaching No Report/Review Certificate with uncompleted APAPs.
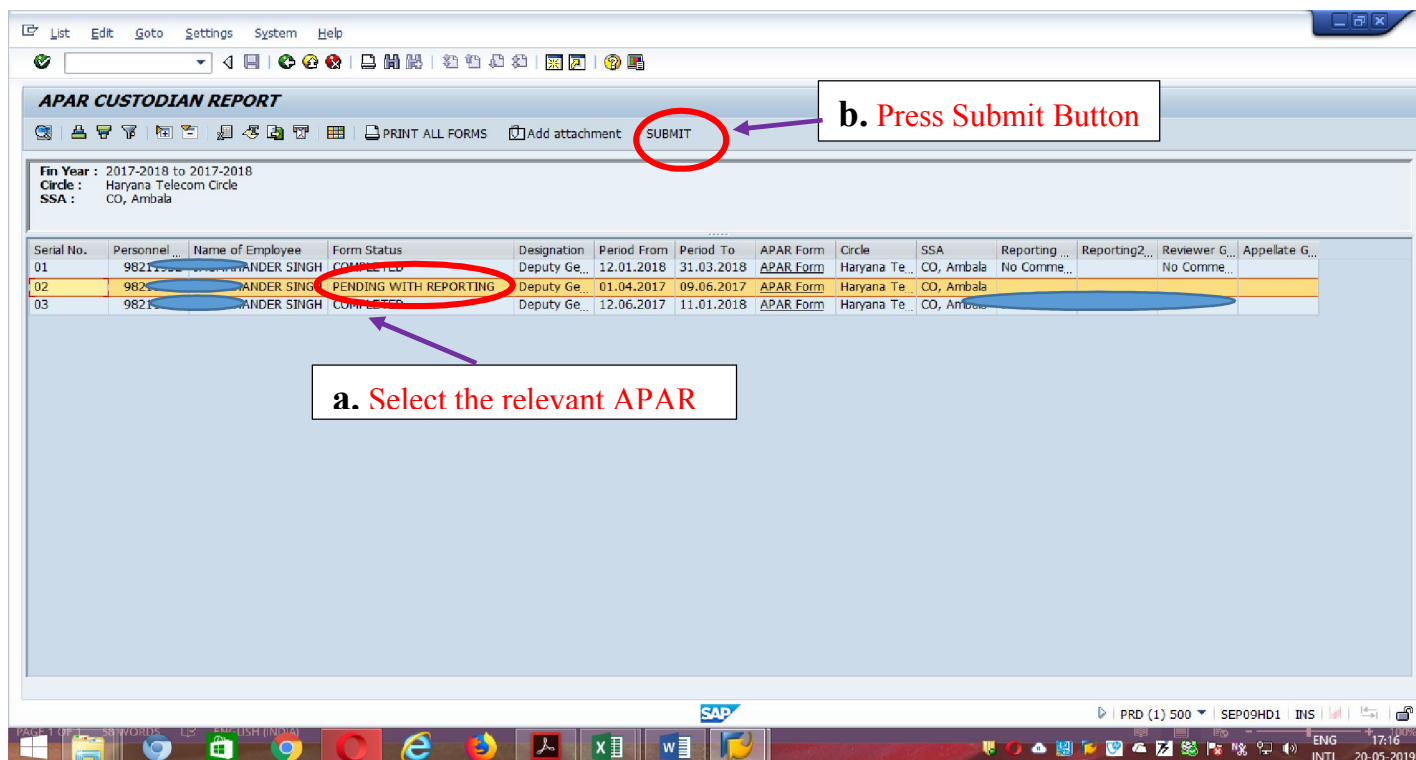
Step-1

  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.

# Procedure for attaching Appellate Decision 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.
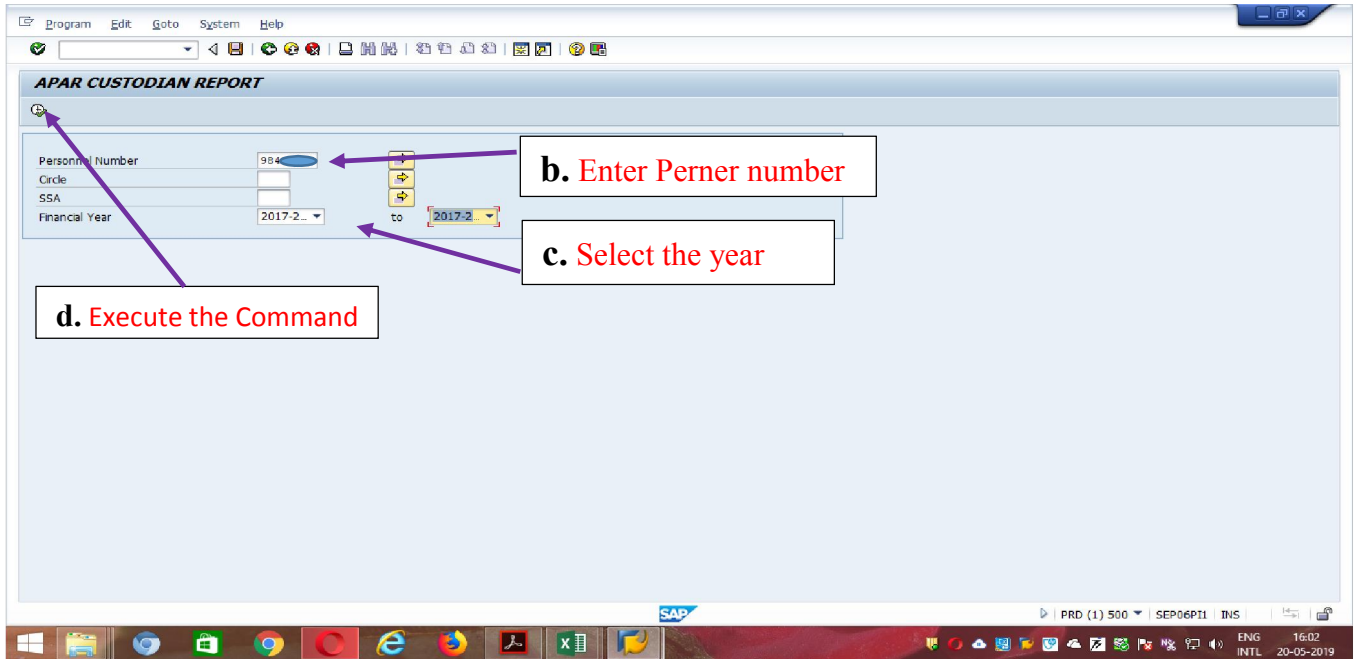
Step-2

a. Select the relevant APAR

b. Press the Submit Button
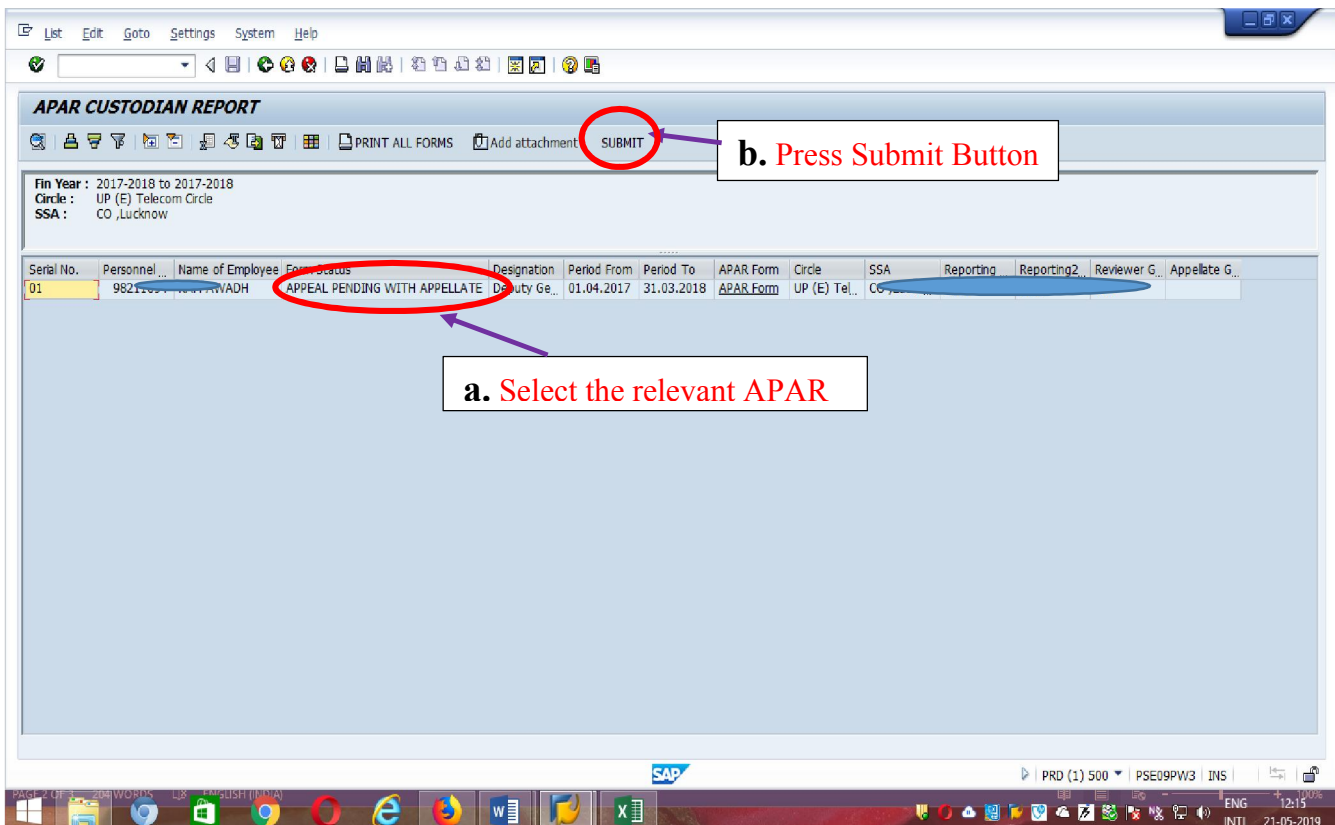
Step-3

a. Enter the details of the Office which has issued the 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.