



**BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE**

Personnel Branch

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

No: BSNLCO-PERB/19(12)/1/2020-PERS1

dated 26.02.2021

To,

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

Subject: - Completion of pending e-APARs for year 2019-20:- Regarding

Reference:-

1. This office letter No 500-25/2018/APAR/Pers-I Dated 17.05.2019
2. This office letter No 500-25/2018/e-APAR/Pers-I Dated 12.07.2019

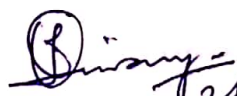
The progress of e-APARs for year 2019-20 has been monitored and it has been noticed that out of 73874 e-APARs, approximately 800 e-APARs of **working executives** are still pending at initiator, reporting and reviewing officer's end. The detailed analysis of report is as under

1. 138 have been initiated in ESS system, but not submitted to reported officers.
2. 299 e-APARs could not be reported and reviewed due to retirement of the then reporting/reviewing officer.
3. 221 e-APARs are of short period, i.e. APAR period is less than 3 Months, which also have not been processed by concerned officers.
4. 137 e-APARs which are of period ranging from 3 Months to One year have also not been processed by reporting/reviewing officers even after extending last date of completion of e-APARs several times.

The management has viewed it seriously and thus decided to call for an explanation from defaulting executives who have not processed the e-APAR for year 2019-20 of either himself or of subordinates even by the extended deadlines. The list of such defaulting executives is enclosed as **Annexure-I**.

Further, as the last date of reporting and reviewing of e-APAR has expired and consequently reporting and reviewing officers have forfeited their rights to make any entry in e-APARs for year 2019-20. Therefore, pending e-APARs need to be completed in ESS portal by attaching No Report/ No Reviewing certificate. The list of e-APARs for year 2019-20 with which No Report/ No Reviewing certificate to be attached is enclosed as **Annexure-II**.

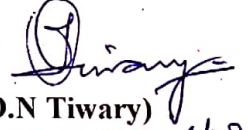
The guidelines and procedure for attaching No Report/Review certificate with e-APARs have already been issued vide his office letter under reference 2. Same are also enclosed as **Annexure-III & IV** for reference.


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Since, completion of e-APARs is an important HR activity; therefore, it is requested to complete the whole activity latest by **15th March 2021 positively** with a certificate mentioning that all e-APARs of executives working under your jurisdiction have been completed and explanation from defaulting officers have been called for, may be submitted to this office by **21th of March 2021**.

This issues with the approval of competent authority.



(O.N Tiwary)

Jt. GM (Pers-SM) 26/02/21
BSNL CO, New Delhi

Enclosed:-

- 1. Annexure-I:** - List of defaulting officer who have not processed e-APARs for year 2019-20 within due time.
- 2. Annexure-II:** - List of e-APARs for attaching No Report/ No Review certificate
- 3. Annexure-III:** - Guidelines for attaching No Report/ No Review certificate.
- 4. Annexure-IV:-** Procedure for attaching No Report/ No Review certificate in ESS Portal.