

BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

CORPORATE OFFICE

PERSONNEL BRANCH

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

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

Dated: 28.03.2022

To,

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

Sub:- Filing of e-APAR of Non-Executives employees of BSNL, online through ESS-Portal- reg.

The e-APAR process for the Executive employees has already been implemented w.e.f. APAR period 2016-17. Implementation of e-APAR process for the Non-executive employees has also been under consideration of the management. In this regard following is conveyed with approval of the Competent Authority:

1. e-APAR process through ESS portal in respect of the Non-executive employees shall be implemented w.e.f. 01.04.2022 for the APAR period 2021-22 onwards.
2. Form "NE-C" (enclosed as Annexure-C) shall be used as proforma for e-APAR for Non-executive employees of "NE9 & above" pay-scales.
3. Form "NE-D" (enclosed as Annexure-D) shall be used as proforma for e-APAR for Non-executive employees of "NE1 to NE8" pay-scales.
4. There will be no concept of self-appraisal in case of Non-executive employees of "NE1 to NE8" pay-scales. The e-APAR will be generated by the concerned reporting officer and after reporting it will be sent to the respective Non-executive employee for disclosure and subsequently for completion of e-APAR.
5. Similar to the e-APAR process of Executive employees, the Non-executive employees belonging to "NE9 & Above" pay-scales will have to submit their self-appraisal through their ESS portal login under the APAR Tab, which will further be routed to the reporting and reviewing officers subsequently for completion of e-APAR.
6. The process and route path for generation & submission of e-APAR of the Non-executive employees in ESS portal has been shown in Annexure-I.

It is requested to spread the awareness among the Non-executive employees regarding the e-APAR process as mentioned above and ensure that the e-APARs of all Non-executive employees for the APAR period 2021-22 is completed as per the e-APAR completion time schedules, which will be issued separately.

This issues with the approval of Competent Authority.



(O.N. Tiwary)

Jt. GM (Pers.)

BSNLCO, New Delhi

28/03/22