



No: BSNLCO-PERB/19(12)/2/2022-PERS1-Part(2)

Dated: 16.08.2023

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:- Processing of e-APAR of "Executive & Non-executive" employees of BSNL, online through ESS-Portal for year 2022-23- regarding.

Ref:- (i) BSNLCO-PERB/19(12)/2/2022-PERS1-Part(2) dated 27.04.2023.
(ii) BSNLCO-PERB/19(12)/2/2022-PERS1 dated 02.05.2023.
(iii) BSNLCO-PERB/19(12)/2/2022-PERS1-Part(2) dated 15.05.2023.
(iv) BSNLCO-PERB/19(12)/2/2022-PERS1-Part(2) dated 26.05.2023.
(v) BSNLCO-PERB/19(12)/2/2022-PERS1-Part(2) dated 03.07.2023.

Kind reference is invited to this office letters under reference vide which the timelines for various activities for e-APAR completion have been circulated/revised.

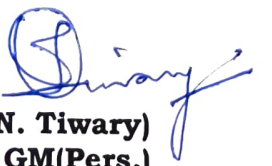
As a final opportunity to complete the initiation/self-appraisal/reporting/reviewing activities of e-APAR, the last date for various activities for completion of e-APAR process are hereby extended as detailed in **Annexure-'I'**.

Further all the reporting officers are requested to ensure that the e-APARs of all those subordinates who have failed to submit their self appraisals are initiated in ESS Portal (through MSS tab) by reporting officers and the same be reported latest by the timelines mentioned in Annexure-'I' for reporting. It may be noted that these timelines will not be extended any further.

All executives/non-executives are advised to comply with the timelines for processing of e-APARs.

This issues with the approval of competent authority.

Encls: As above.


(O.N. Tiwary)
Jt. GM(Pers.)
BSNL CO, New Delhi
16/08/23



**Time Schedule for Preparation/Completion of e-APAR
(for Reporting of Financial year 2022-23) :-**

1	Submission of self-appraisal to the reporting officer.	16.08.2023 to 20.08.2023.
2	Reporting of APARs and further submission to next stage.	
	a. APAR Structure for (PA/PS/PPS/Sr. PPS) Where Reporting and reviewing officer are same.	16.08.2023 to 26.08.2023.
	b. Normal APAR Structure By Reporting officer	16.08.2023 to 26.08.2023.
	c. Dual APAR Structure By Reporting officer-1	16.08.2023 to 22.08.2023
	By Reporting officer-2	16.08.2023 to 26.08.2023
3	Reviewing of APARs	16.08.2023 to 31.08.2023
4	Disclosure of APAR to Initiator	The date On which APAR is reviewed** (Auto disclosed immediately after review)
5	Receipt of representation, if any from the date of disclosure of APAR	Within 15 Days of disclosure of APAR.
6	Forwarding of Representation by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority	20 th September
7	Disposal of representation by the competent authority (Off line Mode) from the date of receipt of representation.	1 month
8	Communication of the decision of the competent authority on the representation and its updation into the ERP Portal by the APAR Administration/Custodian.	15 th November
9	Last date for updating of No Report/ No Review Certificate with Un-Completed APARs by APAR Administrator/Custodian.	21 st November
10	End of entire APAR process.	30 th November

NOTE:** Reviewed e-APAR is reflected and auto disclosed in the APAR inbox of the officer reported upon immediately after review of e-APAR.

16/08/23