



BHARAT SANCHAR NIGAM LTD.

BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(PERSONNEL - I SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi 11 0001

No. 400-70/2010-Pers.I

Dated: April 8, 2010

To

All Heads of Telecom Circles &
Administrative Units of
BSNL

Subject: Maintenance and preparation of Annual Performance Appraisal Reports (APAR)-Communication of all entries for fairness and transparency in public administration-making necessary change in the APAR format for numerical grading regarding.

Sir,

The undersigned is directed to forward herewith DoT letter No. CS/Adv.(HRD)/APAR/2009-10 dated 29.03.2010 alongwith its enclosures on the cited subject . New format of APARs of SAG, JAG, STS, JTS and TES Group 'B' are being followed from the year 2009-10 onwards in the DoT HQ. Salient features of the new APAR system are as under:-

- (i) Incorporation of Pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer.
- (ii) Numerical Grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon.
- (iii) Numerical Grading should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.
- (iv) The writing of APAR is to be completed by 31st July of the Financial Year where there is no Accepting Authority. Where there is Accepting Authority, the APAR must be completed by 31st August of the F.Y.
- (v) APARs in new Format are to be sent to DoT HQ by 31st July 2010/31st August, 2010 as the case may be, after disclosing the APAR to the officers reported upon and completion of all action in compliance with the DOP&T OM dated 14.05.09
- (vi) Two Copies of APAR are to be filled up and on getting reported and reviewed-one copy of APAR be sent to DOT HQ after disclosing the APAR and all action completed and Second Copy is to be maintained in the Circle ACR dossier maintained by the Circle.

Contd..

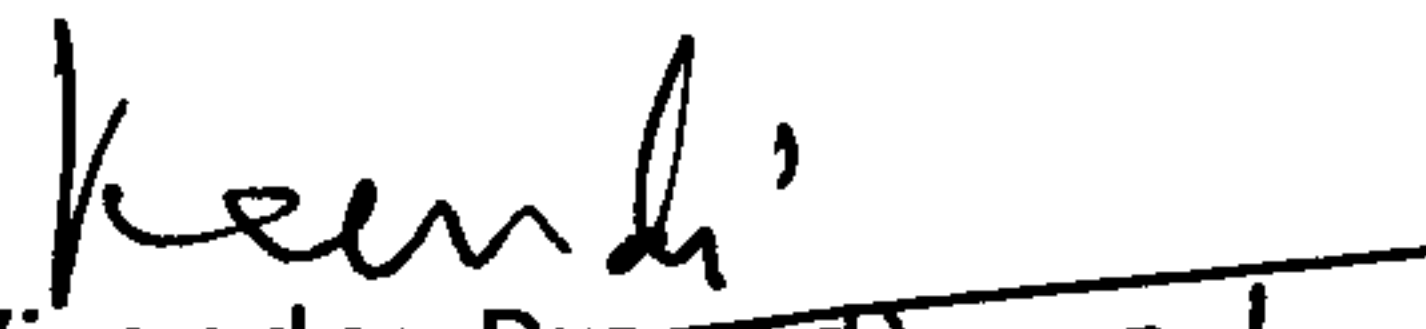
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- (vii) CERTIFICATE regarding disclosure of APAR and all action taken in compliance to DOP&T OM dated 14.05.2009 has been inserted in the new FORMAT and the same is required to be filled up before sending copy of APAR to the DoT HQ.
- (viii) Colour scheme is to be adopted i.e. Green for SAG Level and above, Yellow for JTS, STS & JAG and white for Gr 'B' officers.


The above directions may kindly be brought to the notice of all concerned officers/ authorities.

Ecnls: As above.


(Virender Prasad) 8/4/10
Deputy General Manager (Pers.)
TF: 011-23037181
Fax: 011-23734254

Copy to:

1. PPS to CMD/All Directors.
2. ED(CN/CA/NB/Fin), BSNL CO, New Delhi
3. PGMs/GMs/DGMs BSNL CO, New Delhi.
4. GM(Restructuring) BSNL CO, New Delhi.
5. CS to Dir(HR), BSNL CO, New Delhi.
6. Rajbhasha Adhikari, BSNL CO for Hindi Version.
7. O/C


(R K Verma) 8/4/10
Asstt General Manager (Pers.-I)