



BHARAT SANCHAR NIGAM LIMITED  
CORPORATE OFFICE  
O/o Principal General Manager (Pers)  
4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

No. 500-25/2015/e-APAR/Pers.-I

Dated 10.07.2017

To,

All CGMs  
BSNL Circles/Units.

**Subject: - Guidelines for filling of e-APAR through ERP-reg.**

**Reference:-**

1. This office letter No :- 500-25/2015/e-APAR/Pers.-I dated 07.06.2017
2. This office letter No :- 500-25/2015/e-APAR/Pers.-I dated 12.06.2017
3. This office letter No :- 500-25/2015/e-APAR/Pers.-I dated 29.06.2017

The e-APAR status report has been scrutinizing by the management and it is noticed that **2309 APARs** although have been initiated by the executives but not submitted to the reporting officers till 10.07.2017, even after expiry of the last date of 25.06.2017.

Also, following requests have been received from circles/units regarding e-APAR

- a. For giving a last chance to those executives who have not initiated their APAR for year 2016-17 till 25.06.2017, although the numbers of such executives are very less.
- b. For extension of ESS portal to executives who are on deputation and also to those reporting/reviewing officers who have been transferred to other department, so that they can initiate/report/review BSNL Period APAR's for year 2016-17.

After, analysing all the inputs/feedbacks, the competent authority has decided the following.

1. The Executives who have initiated their APARs for year 2016-17 (2309 in numbers), but not submitted to their reporting officers, shall submit the same by 15.07.2017 positively, else such APARs shall automatically be submitted by ERP team to their reporting officers even if they are incomplete.
2. Since, the automated e-APAR system is introduced in BSNL for first time, therefore **as a last chance**, the initiation window of ESS Portal is reopened till 15.07.2017, so that those executives who still have not initiated their APAR for 2016-17, may initiate the same. **No further extension will be given beyond 15.07.2017**
3. The access of ESS Portal (only APAR Tab) has been extended to the executives who are on deputation and also to those reporting/reviewing officers who have been transferred to other department, so that they can initiate/report/review the BSNL Period APAR's for year 2016-17 through ESS portal. Such executives may be able to access ESS portal by their old ESS ID. In case of any problem, they may contact to BSNL ERP team at ALTTC Ghaziabad.

4. The timeline for initiation/reporting/ reviewing of APAR for year 2016-17 are as

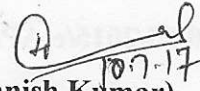
**Initiation: - 15.07.2017**

**Reporting: - 20.07.2017**

**Reviewing:- 20.08.2017**

This issues with the approval of competent authority.

This may also brought to the notice of all concerned authorities.



**Manish Kumar)**

Jt. General Manager (Personnel)

BSNL CO, New Delhi

**Copy to:-**

The GM (ERP) for information & n/a pl.