



NO. BSNLCO-PERB/19(12)/2/2022-PERS1 Part(2)

Dated: 15.05.2023

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 for executives and non-executives (NE-9 & above) 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.

Kind reference is invited to this office letters even dated 27.04.2023 & 02.05.2023, vide which the timelines for processing of e-APARs for year 2022-23 have been issued.

The last date for submission of self-appraisal of executives and Non-executives (NE9 & above) through ESS portal is hereby extended upto 22.05.2023. All other timelines related to APAR reporting/reviewing etc already conveyed vide letters under reference shall remain unchanged.

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

This issues with the approval of Competent Authority.

(O.N. Tiwary)
Jt. GM(Pers.)
BSNL CO, New Delhi

15/05/23



NO. BSNLCO-PERB/19(12)/2/2022-PERS1 Part(2)

Dated: 27.04.2023

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 for executives of BSNL, online through ESS-Portal for year 2022-23- regarding.

Ref:- Letter no. BSNLCO-PERB/19(12)/2/2022-PERS1 dated 29.03.2023.

Kind reference is invited to this office letter even dated 29.03.2023, vide which it was intimated that the timelines for processing of e-APARs for year 2022-23 will be issued shortly. In continuation of that it is informed that the e-APAR window will be opened w.e.f. 28.04.2023 for initiation and submission of self appraisals for the APAR period 2022-23 for all executives and last date for submission of self appraisals for the APAR period 2022-23 will be 15.05.2023. Timelines for various activities for completion of e-APAR process is enclosed herewith as **Annexure-'A'**.

As already intimated vide letter dated 04.10.2022 issued by Restructuring Branch of BSNLCO, the final IPMS weighted score shall be linked with the APAR for the period 2022-23. The APAR Period 2022-23, being the transition period, following provisions regarding linking/uploading of IPMS score have been made in the APAR system:-

S.no.	APAR Period	IPMS requirement
1	APARs for period ending on or after 31.12.2022.	The final IPMS weighted score fetched from SAP shall be auto attached at reporting stage, and the executive to be reported upon shall not be required to upload any IPMS while submitting the self appraisal.
2	Part-APARs for period ending between 01.10.2022 to 30.12.2022 (including these both dates)	Executive shall take a print of finalized IPMS for Q3(2022-2023) period from ESS Portal and manually upload the scanned copy of the same at self-appraisal level in e-APAR window.
3	Part-APARs for period ending on or before 30.09.2022	The executives shall upload the manual IPMS score card for the relevant period at the self appraisal level.

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

This issues with the approval of Competent Authority.


(O.N. Tiwary)
Jt. GM(Pers.)
BSNL CO, New Delhi 27/04/23

Enclosures: As above.



ANNEXURE-'A'

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

1	Submission of self-appraisal to the reporting officer.	Up-to 15-05-2023
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.	21.05.2023 to 30.06.2023.
	b. Normal APAR Structure By Reporting officer	21.05.2023 to 30.06.2023.
	c. Dual APAR Structure By Reporting officer-1	21.05.2023 to 10.06.2023
	By Reporting officer-2	21.05.2023 to 30.06.2023
3	Reviewing of APARs	21.05.2023 to 31.07.2023
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	15 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:-

- Mid-term e-APARs in case of transfer (within BSNL) /Retirement, should be completed (Initiated/Reported/Reviewed) within one month time, irrespective of APAR structure. Other time lines shall be as above.
- The e-APAR initiated by venture of transfer (outside of BSNL) of Reporting, should be completed within three month time, irrespective of APAR structure, as the ESS login (Only APAR Tab) of Reporting officer shall remain active only for three months from the date of transfer (outside of BSNL) as per letter dated 08.07.2019.
- NOTE**:** Reviewed e-APAR is reflected and auto disclosed in the APAR inbox of the officer reported upon immediately after review of e-APAR.

Personnel Section
BSNL Corporate Office,
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

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

Dated 02.05.2023

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 Non-executive employees of BSNL, online through ESS-Portal for year 2022-23- regarding.

Ref:- BSNLCO-PERB/19(12)/2/2022-PERS1 Dated: 29.03.2023.

In continuation of this office letter under reference please find enclosed herewith the timelines for processing of e-APARs for Non-executive employees of BSNL (enclosed as Annexure-'A' for "NE1 to NE8" and Annexure-'B' for "NE9 & Above" employees.

All concerned are advised to comply with the timelines for processing of e-APARs.

This issues with the approval of competent authority.


(O.N. Tiwary)
Jt. GM(Pers.)
BSNL CO, New Delhi

Enclosures: As above.

Time Schedule for Preparation/Completion process of e-APAR for "NE1 to NE8" (for Reporting of Financial year 2022-23) :-		
S. No.	Task to be performed	Date
1	Initiation and writing of e-APAR of Non-executive employee (NE1 to NE8) by the reporting/ reviewing officer.	21.05.2023 to 30.06.2023
2	Disclosure of APAR to concerned Non-executive employee.	The date on which APAR is reported/ reviewed** (Auto disclosed immediately after review).
3	Receipt of representation, if any from the date of disclosure of APAR.	Within 15 Days of disclosure of APAR.
4	Last date for Forwarding of Representation by Reporting/Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority.	15 th September
5	Time for Disposal of representation by the competent authority (Off line Mode) from the date of receipt of representation.	1 month
6	Last date for 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
7	Last date for updating of No Report/ No Review Certificate with Un-Completed APARs by APAR Administrator/Custodian.	21 st November
8	End of entire APAR process.	30 th November

Note:-

1. Mid-term e-APARs in case of transfer (within BSNL) /Retirement, should be completed (Initiated/Reported/Reviewed) within one month time, irrespective of APAR structure. Other time lines shall be as above.
2. The e-APAR initiated by venture of transfer (outside of BSNL) of Reporting/Reviewing, should be completed within three month time, irrespective of APAR structure, as the ESS login (Only APAR Tab) of Reporting/Reviewing officer shall remain active only for three months from the date of transfer (outside of BSNL) as per letter dated 08.07.2019.
3. **Note****: Reviewed e-APAR is reflected and auto disclosed in the APAR inbox of the officer reported upon immediately after report/review of e-APAR.

G. Srinivas
02/05/23

Annexure-B**Time Schedule for Preparation/Completion process of e-APAR
for "NE9 & Above" (for Reporting of Financial year 2022-23) :-**

S.No	Task to be performed	Date
1	Submission of self-appraisal (NE9 & above) to the reporting officer. By concerned Non-executive	Up-to 15.05.2023
2	Reporting of APARs and further submission to next stage. By Reporting officer	21.05.2023 to 30.06.2023
3	Reviewing of APARs. By Reviewing officer	21.05.2023 to 31.07.2023
4	Disclosure of APAR to Non-executive employee.	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	Last date for Forwarding of Representation by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority.	15 th September
7	Time for Disposal of representation by the competent authority (Off line Mode) from the date of receipt of representation.	1 month
8	Last date for 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:-

1. Mid-term e-APARs in case of transfer (within BSNL)/Retirement, should be completed (Initiated/Reported/Reviewed) within one month time, irrespective of APAR structure. Other time lines shall be as above.
2. The e-APAR initiated by venture of transfer (outside of BSNL) of Reporting, should be completed within three month time, irrespective of APAR structure, as the ESS login (Only APAR Tab) of Reporting officer shall remain active only for three months from the date of transfer (outside of BSNL) as per letter dated 08.07.2019.
3. **Note****: Reviewed e-APAR is reflected and auto disclosed in the APAR inbox of the officer reported upon immediately after review of e-APAR.

Disary
02/05/23