

P-1/17

No. 451-15/2013-Pers(DPC)/18
BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
PERSONNEL (DPC) SECTION

Bharat Sanchar Bhawan, Janpath, New Delhi-110 001.

To

DT. 24.03.2014

All Heads of Telecom Circles &
other Administrative Units of BSNL

subject :- preparatory work for ensuing CPC for promotion from AGM/DE(T)
(Regular) to DGM(T) (Adhoc) & SDE/ AGM/DE(T)(Adhoc) to AGM/DE(T) (Regular) -
updating of ACRs / APAR - **shown certificate** - Reg.

- Ref:- 1. 400-99/2009-Pers.-I dt. 27.07.2009, 30.03.2010
2. 400-70/2010-Pers.-I dt. 08-04-2010, 10.05.2010, 01.04.2010.
3. 400-106/2011-Pers.I dt. 30-04-2013

Preparatory work for promotion to AGM/DE(T) on regular basis and promotion to DGM(T) on adhoc basis is about to finish shortly. While updating the entries of grading of the officers, it is observed that the **disclosure certificates** are not placed in the APAR folders of some of the officers under consideration.

In this regard, attention is invited to this office instructions from time to time, wherein it was instructed to comply the instructions issued by DoPT OM dt. 14th May 2009 (Copy is enclosed once again). Your kind attention is also drawn to the DOP&T OM No. 21011/01/2005-Estt. (A) dt. 23rd July, 2009 vide which the time-schedule for timely preparation of APARs have been prescribed for compliance.

Further, it is requested that the section/ office (entrusted with maintenance of APARs) of the concerned Circle / District / Unit may be given direction that while sending the copy of APARs of the officers working in your field units, the APAR of each of the officer should include a certificate to the effect that the "APAR for the period _____ has been disclosed to the officer concerned and action in compliance to the DOP&T OM dt. 14.05.2009 has been completed" to avoid any delay in convening of the CPCs.

Therefore, Circles are requested to forward the disclosure certificate immediately to this office for taking necessary action in this end.

CERTIFICATE

"This is to certify that the APAR sent for holding CPCs for the period from 2008-09 to 2012-13 to corporate office have been disclosed to the officers concerned and the action in compliance to the DOP&T O.M. No. 21011/1/2005-Estt. (a) (Pt. III) dated 14th May, 2009 in connection with the Annual Performance Appraisal Report of the officer working in this Circle has been completed."

Signature of the Incharge entrusted with the responsibility of
maintenance of APAR in the Circle / Field units "

C/S GM (HR/Admn) of the circle.

Encl:- as above

P.S.V.RAMA RAO

Asth. General manager (DPC)

Tel. No. 011-23037657, e-mail - dpcagm@gmail.com

Fax No. 011-23326546

2/17



**Corporate Office
(Personnel - I Section)
Bharat Sanchar Bhawan (4th floor), Janpath, New Delhi-1.**

No. 400-99/2009-Pers.I

Dated:- 22nd July, 2009.
27/7

To,

- 1) The All Heads of Circles/Regions/Projects/Factories & and other Administrative Units, BSNL.
- 2) The PGM/GM, Estt./FP/BW/EW/Arch.Wing/Legal/TF/TS.
- 3) The CVO, BSNL Corporate Office.

**Subject:- Maintenance and preparation of Annual Performance Appraisal Reports -
Communication of all entries for fairness and transparency in public administration.**

The undersigned is directed to forward herewith the DoT's OM No. CS/ADV(HRD)/ACRs/2009, dtd 1st June, 2009, further instructions issued in this regard vide DoT's letter dtd 10th July, 2009, and DPE's OM No. 5(1)/2000-GM, dtd 28-5-09, for their proper compliance, at your end.

Encl:-As above.

Copy to:-

- 1) The PPS to the CMD, BSNL.
- 2) The PPS to all the Directors, BSNL Board.
- 3) The CS to Director.(HR), BSNL Board.
- 4) The AGM(CSS/DPC/Pers.II/III/IV/V/SCT, BSNL CO.

(R.K. Verma)

Asstt. General Manager (Pers.I)

(R.K. Verma)

Asstt. General Manager (Pers.I)

SN-1

3/17

No.CS/Adv.(HRD)ACRs/2009
Government of India
Ministry of Communications & IT
Department of Telecom
Confidential Cell
O/o Advisor(HRD)
Sanchar Bhavan, 20, Ashoka Road,
New Delhi-110001



New Delhi, the 01st June, 2009

OFFICE MEMORANDUM

Subject: Maintenance and preparation of Annual Performance Appraisal Reports - communication of all entries for fairness and transparency in public administration.

The undersigned is directed to invite the attention of all the Heads to the decisions of the Government contained in the OM No.21001 1/1/2005-Estt.(A)(Pt.III) dated the 14th May, 2009 received from Deptt. of Personnel & Training on the above mentioned subject: A copy of the OM dated 14th May, 2009 is also enclosed for compliance. In this OM the DOP&T has conveyed the decisions of the Govt. regarding communication of entries in the ACRs in the case of civil services under the Govt. of India. Specific attention is drawn to the decision given in Para 2(ii), 2(iii), 2(vi) & 2(vii) which are reproduced below:

"Para 2(ii): The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to the officers, such communications shall be made after the reporting officer has completed the performance assessment.

Para 2(iv): The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on

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4/17

or before fifteen days from the date of disclosure, the APAR will be treated as final.

Para 2(v): The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2008-09 which is to be initiated after 1st April, 2009.

Para 2(vi): The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.

Para 2(vii): The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section."

2. The action in respect of receipt of completed-APAR, disclosure of APAR to the officer reported upon, receipt of representation from the officer reported upon and disposal of the representation as indicated in Para 2(iv), to Para 2(vii) shall be taken by the office/section (entrusted with maintenance of APARs) of the concerned Circle/District/field unit of BSNL/MTNL/TCIL/TEC.

3. In respect of officers posted in DOT HQ and for officers whose reviewing authority is in DOT-HQ, actions indicated in Para 2(iv) to 2(vii) shall be taken by CS to Advisor(HRD).

4. The above decisions/guidelines may be brought to the notice of all the officers under them for strict implementation of the instructions contained in the enclosed OM dated 14th May, 2009 of Deptt. of Personnel & Training.

R.R. Tiwari
(R.R. Tiwari)
Director(Staff)

To

1. Sr. DDG(TEC)
2. CMD, BSNL/MTNL/TCIL

5/17

No. 21011/1/2005-Estt (A) (Pt-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, 14th May, 2009

OFFICE MEMORANDUM

Subject:- Maintenance and preparation of Annual Performance Appraisal Reports-
communication of all entries for fairness and transparency in public
administration.

The undersigned is directed to invite the attention of the Ministries/Departments to the existing provisions in regard to preparation and maintenance of Annual Confidential Reports which inter-alia provide that only adverse remarks should be communicated to the officer reported upon for representation, if any. The Supreme Court has held in their judgement dated 12.5.2008 in the case of Dev Dutt vs Union of India (Civil Appeal No.7631 of 2002) that the object of writing the confidential report and making entries is to give an opportunity to the public servant to improve the performance. The 2nd Administrative Reforms Commission in their 10th Report has also recommended that the performance appraisal system for all services be made more consultative and transparent on the lines of the PAR of the All India Services.

2. Keeping in view the above position, the matter regarding communication of entries in the ACRs in the case of civil services under the Government of India has been further reviewed and the undersigned is directed to convey the following decisions of the Government:-

- (i) The existing nomenclature of the Annual Confidential Report will be modified as Annual Performance Assessment Report (APAR).
- (ii) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.
- (iii) The Section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.
- (iv) The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

- (v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2008-09 which is to be initiated after 1st April 2009.
- (vi) The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
- (vii) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.
3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.


(C.A. Subramanian)
Director

To

All Ministries/Departments of Government of India

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (a) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (b) Establishment Officer and Secretary, ACC (10 copies).
- (c) All officers and Sections in the Department of Personnel and Training.
- (d) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (e) All Staff Members of Departmental Council (JCM).
- (f) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (g) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T.
- (h) Hindi Section for Hindi version of the O.M.

Sl. No. 2

7/17



No. CS/Adv.(HRD)/ACR/2009.
Government of India
Ministry of Communications & IT
Department of Telecom
Confidential Cell
(O/o Advisor(HRD))
Ground Floor, Saachar Bhavan
20, Ashoka Road, New Delhi-110001

420
16/7/09

Dated: 10 July, 2009

Subject: Maintenance and preparation of Annual Performance Appraisal Reports - communication of all entries for fairness and transparency in public administration.

Kind attention is invited to the instructions contained in Deptt. of Personnel & Training OM No.21011/1/2005-Estt.(A)(P.LII) dated the 14th May, 2009 (already circulated vide this Office OM No.CS/Adv.(HRD)/2009 dated 2.6.09) vide which the existing nomenclature of the Annual Confidential Report has been modified as Annual Performance Assessment Report (APAR) and full APAR including the overall grade and assessment of integrity shall be communicated to the officer concerned after the Report is complete. This new system of communicating the entries in the APAR is applicable with effect from the reporting period 2008-09 which is to be initiated after 1st April, 2009.

In this connection, it is stated that as per existing practice, the Circle copies of ACRs up to the level of GMs are to be maintained in the respective circles and in the light of above instructions, the communication of entries of ACRs should be done by the Admn. of respective circles. It is observed that the two copies of ACRs of CGMs (one DOT copy and one Circle copy) are being sent to the Confidential Cell by the O/o Reviewing Authorities. One copy of each of the ACRs of CGM should be sent to the Confidential Cell, BSNL Hq for communicating the entries of ACRs to the person concerned and one copy of each of the ACR should be sent to the Confidential Cell, DOT for maintenance by the O/o Reviewing Authorities.

3. As far as the maintenance and communication of entries of ACRs (which is initiated after April 1st, 2009) of the officers working in BSNL Headquarters is concerned it should be done by the Confidential Cell of BSNL Hq. One copy of each ACR should be sent to the Confidential Cell, DOT by the O/o Reviewing Authorities for maintenance.



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- "GM (P)"
- "20/7/09"
- "DSM"
- "8788AP-1/05"
- "20/7/09"
- "Dr. Genl. (PI)"
- "7/1/09"
- "19/7"

Case is already submitted

Handwritten signature and date: 20.7.09


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DM (PI)

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4. In case the ACRs have already been sent to DOT in duplicate, one copy of each of the ACR may be obtained from the Confidential Cell for further necessary action at your end.

Shri R.K. Mishra
GM (Personnel)
BSNL Co. Office
Bharat Sanchar Nigam Ltd.



A.K. Das
(A.K. Das)
Deputy Director (General (Estt.))

Copy for information and necessary action to:

1. PPS to Member(S)/Member(T)
2. PPS to Advisor(T)/Advisor(O)
3. PPS to CMD, BSNL Co. Office
4. PPS to Director(O)/Director(C&M)/Director(HRD)/Director(Plg.&NS)

9/17

No. 5(1)/2000-GM
Government of India

Gm(SA)
Gm(Estt)
Gm(Pers)
49/09

Ministry of Heavy Industries and Public Enterprises
Department of Public Enterprises



Public Enterprises Bhavan,
Block 14, CGO Complex,
Lodi Road, New Delhi-110003.

Dated the 28th May, 2009

OFFICE MEMORANDUM

Subject : Maintenance and preparation of Annual Performance Appraisal Reports - communication of all entries for fairness and transparency in public administration



The undersigned is directed to refer this Department's O.M. of even no. dated 18th October, 2005 regarding performance appraisal of top management incumbents of CPSEs, wherein it has been, inter alia, provided that all adverse entries recorded in the Annual Performance Appraisal (APR) of an officer should be communicated to the concerned officer (para 6 of DPE O.M. dated 18.10.2005)

2. The issue of communication of entries in the APR has been considered by Supreme Court in the case of Shri Dev Dutt Vs. Union of India (Civil Appeal No.7631 of 2002). In their judgement dated 12.5.2008, the Supreme Court has observed that "when the entry is communicated to him the public servant should have a right to make a representation against the entry to the concerned authority, and the concerned authority must decide the representation in a fair manner and within a reasonable period. We also hold that the representation must be decided by an authority higher than the one who gave the entry, otherwise the likelihood is that the representation will be summarily rejected without adequate consideration as it would be an appeal from Caesar to Caesar. All this would be conducive to fairness and transparency in public administration, and would result in fairness to public servants. The State must be a model employer, and must act fairly towards its employees. Only then would good governance be possible." It has been further mentioned in the judgement that the above directions will, inter alia, be applicable to the employees of Public Sector Corporations.

3. In compliance of the above referred judgement of Supreme Court, the Government has issued instructions to the effect that full Annual Performance Appraisal Report (APAR) including the overall grade shall be communicated to the concerned officer. It has also been provided that the concerned officer shall be given the opportunity to make any representation against the entries and final grading given in the report. A copy of the O.M. dated 14.5.2009 issued by Department of Personnel & Training in this regard is enclosed.

4. Keeping in view the directions of the Supreme Court and the decision of the Government to make the Performance Appraisal system more consultative and transparent, it has been decided that the above instructions issued by DOPIT shall be made applicable for CPSEs also. Para 6 of the DPE O.M. dated 18.10.2005 will deem to have been amended to that extent.

CL(CS?)
ASm(P-3) ✓
ASm(P-2)
ASm(CSS)

DHC (P-3)
[Signature]

10/17

5. All Administrative Ministries/Departments are, therefore, requested to take note of the contents of the DOPT O.M. dated 14.5.2009 and ensure all CPSEs under their respective administrative control comply with the provisions of the aforementioned O.M. issued by DOPT.

sd/-
(G Ramachandran)
Director
Tel : 2436-3066

Encl: As above

Secretaries of all Administrative Ministries/Departments
(by name)

Copy to :-

- (i) Chief Executives of Central Public Sector Enterprises.
- (ii) Secretary, Central Vigilance Commission, Satarkata Bhawan, GPO Complex, Block-A, INA, New Delhi-110023.
- (iii) PISB (Dr. P.S. Behuria, Secretary), CGO Complex, New Delhi
- (iv) DOPT (Shri C.A. Subramanian, Director), North Block, New Delhi

G Ramachandran
(G Ramachandran)
Director

Handwritten signatures and stamps at the bottom of the page.



11/17

BHARAT SANCHAR NIGAM LIMITED

CORPORATE OFFICE
(PERSONNEL-I SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 400-70/2010-pcrs.1

Dated: May 10th, 2010

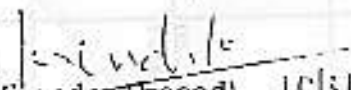
To
All Heads of Telecom Circles
& Administrative units of
BSNL.

Subject: Below Benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for up gradation of the final grading.

The undersigned is directed to forward herewith DOP&T O.M. No.21011/2010-Estt.A regarding below benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for up gradation of the final grading.

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

Encls:As above.


(Virender Prasad) 10/5/10
Deputy General Manager (Pers.)
BSNLCO, New Delhi.
TF: 011-23037181
Fax: 011-23734254

Copy to:

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

53/53
21/4/10

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15/4

12/17

Estt/ACR matters

No. 21011/1/2010-Estt.A

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

53/53
21/4/10

North Block, New Delhi
Dated the 13th April, 2010

OFFICE MEMORANDUM

Subject: Below Benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for upgradation of the final grading.

The undersigned is directed to say that prior to the reporting period 2008-09, only the adverse remarks in the ACRs had to be communicated to the concerned officer for representation, if any to be considered by the competent authority. The question of treating the grading in the ACR which is below the benchmark for next promotion has been considered in this Department and it has been decided that if an employee is to be considered for promotion in a future DPC and his ACRs prior to the period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below the benchmark for his next promotion, before such ACRs are placed before the DPC, the concerned employee will be given a copy of the relevant ACR for his representation, if any, within 15 days of such communication. It may be noted that only below benchmark ACR for the period relevant to promotion need be sent. There is no need to send below benchmark ACRs of other years.

2. As per existing instructions, representations against the remarks or for upgradation of the final grading given in the APAR (previously known as ACR) should be examined by the competent authority in consultation, if necessary, with the Reporting and the Reviewing Officer, if any. While considering the representation, the competent authority decides the matter objectively in a quasi-judicial manner on the basis of material placed before it. This would imply that the competent authority shall take into account the contentions of the officer who has represented against the particular remarks/grading in the APAR and the views of the Reporting and Reviewing officer if they are still in service on the points raised in the representation vis-a-vis the remarks/gradings given by them in the APAR. The UPSC has informed this Department that the Commission has observed that while deciding such representations, the competent authorities sometimes do not take into account the views of Reporting/Reviewing Officers if they are still in service. The Commission has further observed that in a majority of such cases, the competent authority does not give specific reasons for upgrading the below benchmark ACR/APAR gradings at par with the benchmark for next promotion.

3. All Ministries/Departments are therefore requested to inform the competent authorities while forwarding such cases to them to decide on the representations against the remarks or for upgradation of the grading in the APAR that the decision on the representation may be taken objectively after taking into account the views of the concerned Reporting/Reviewing Officers if they are still in service and in case of upgradation of the final grading given in the APAR, specific reasons therefor may also be given in the order of the competent authority.

To *DGM (P)*
Sh. Lachary
All Ministries/Departments of Government of India

(C.A. Subramanian)
Director

DM

21/4/10
23/4/10
For wide circulation

13/17



BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(PERS-1 SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 400-70/2009-Pers -1

Dated: April 1st, 2010

To

All Heads of Telecom Circles/Metro Districts/Maintenance Regions/Projects/stores/Factories/BRBRAITT/ALTTC & All other Administrative units, CVO BSNL, All GMs/PGMs BSNLCO. Bharat Sanchar Nigam Limited.

Subject: Timely Completion and proper maintenance of Annual Performance Appraisal Report (APAR) for the year 2009-2010 and communication of all entries to executives for fairness and transparency in public administration - regarding.

With the closing of the financial year 2009-2010, the task of writing APAR is required to be undertaken immediately and complete Reports in respect of all officers with backlog if any.

All Reporting officers are requested to complete the reporting work before 15th April 2010 positively and all Reviewing officers are requested to complete the reviewing work positively before 30th April 2010.

Also kindly refer letter no.400-63/2007-pers.I forwarding letter dated 08.07.2009 regarding guidelines of DOP&T according to which

"in case the ACR/APAR is not initiated by the Reporting officer for any reason beyond 30th June of the year in which the financial year ended, he/she shall forfeit his/her right to enter any remarks in the APAR of the officer to be reported upon and he /she shall submit all APARs held by him/her to the Reviewing officer on the next working day. Similarly, the Reviewing officer shall also forfeit his /her right to enter any remarks in the APAR beyond 31st August of the year in which financial year ended. The names of all those Reporting/Reviewing officers who have failed to initiate /review the APARs even by 30th June or 31st August as the case may be are required to be brought to the notice of Secretary. The Secretary in the Department may direct

Signature/Initials

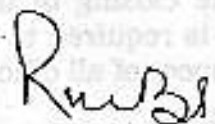
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to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification direct that a written warning for delay in completing the APARs be placed in the ACR/APAR folder of the defaulting officer concerned"

2. Accordingly, all the Reporting/Reviewing officers in BSNL are requested to comply with the direction issued by DOP& T in this respect and adhere to the prescribed time limit therein for completing all the APARs.

3. All heads of sections entrusted with maintenance of APARs at circle and corporate level are requested to communicate full APARs including the overall grade and assessment of integrity to concerned officer after the report is complete with the remarks of Reviewing officer timely according to OM No.21011/1/2005-Estt (A) (Pt-II) dated 14th May, 2009 by DOP&T and follow all guidelines issued by this office in this regard.

4. All Heads are requested to bring the above guidelines to the notice of all the officers under them for strict implementation of the above instructions.


(R.K.Mishra) 11/4/10

General Manager (Personnel)
BSNLCO, New Delhi.

11/4/10

Personnel Section
Corporate Office
4th floor, Bharat Sanchar Bhawan,
Harish Chandra Mathur Lane, Jan
New Delhi - 110001

Tel.: 011 - 23328815
Fax: 011 - 23328498



15/17
भारत संचार निगम लिमिटेड
(भारत सरकार की उद्योग)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

BSNL 3G))) BSNL LIVE
Bharat Sanchar Nigam Ltd

No. - 400-106/2011-Pers.-I

Dated 30/04/2013.

To,
All Heads of Telecom Circles/ Metro Districts & Other Administrative Units
All GMs/PGMs of BSNL CO ND
Bharat Sanchar Nigam Limited

Subject: Maintenance and preparation of Annual Performance Appraisal Reports (APARs) for the year 2012-2013.

The undersigned is directed to say that with the closing of the financial year 2012-13 the task of writing APARs is required to be undertaken immediately and complete reports (duly reviewed) in respect of officers who are on deemed deputation to BSNL are to be sent to DoT New Delhi and that of absorbed officers to BSNL Corporate Office, New Delhi.

In this connection, your kind attention is also drawn to Annexure-II enclosed with DoPT OM No.21011/01/2005-Estt. (A) (Pt-II) dated 23rd July 2009 (copy enclosed); vide which time schedule for timely preparation of APARs has been prescribed for compliance. As per this schedule, the writing of APARs must be completed by 31st July of the financial year where there is no Accepting Authority. Where there is Accepting Authority, the writing of APARs must be completed by 31st August of the financial year. In any case APARs of the year 2012-13 must be sent to DOT HQ or BSNL CO New Delhi, as the case may be, latest by 31st July/31st August, after disclosing the APAR to the officer reported upon and completion of all action in compliance with the DoPT OM dated 14.05.2009.

You are requested to bestow your personal attention and ensure that all the APARs for the year 2012-13 (with backlog, if any), completed in all respect i.e. reported/reviewed and after filling up of the APAR certificate, in respect of officers who are on deemed deputation, should be sent to "CS to Advisor (HRD), DOT, New Delhi".

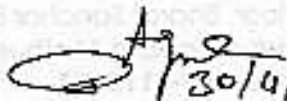
The APARs of the BSNL absorbed officers should be sent to "CS to Director (HR), Room No. 210, Eastern Court, Janpath, New Delhi".

You are therefore requested to issue suitable directions/instructions to all the concerned officers/authorities and field units to strictly adhere to the time schedule prescribed by DoPT and be attentive in timely completion of APARs of the officers for the year 2012-13 and to furnish a Completion Certificate indicating that "No ACR/APAR is pending in your Circle/Unit for report/review", positively by 31.08.2013.

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

This issues with the approval of Competent Authority.


30/6/13

(Deepak Agrawal)
Dy. General Manager (Personnel)
BSNL CO, New Delhi

Enclosure - As above.

Copy to:-

1. PPS to CMD/All Directors, BSNL, Corporate Office, New Delhi.
2. CVO BSNL Corporate Office, New Delhi.
3. ED (CN/CA/NB/Fin.), BSNL Corporate Office, New Delhi.
4. CS to Director (HR), BSNL Corporate Office, New Delhi.

DM No. 21011/1/2005-Estt (A) (Pt. II) dt 23rd July 2009

Annexure-III

Time schedule for preparation/completion of APAR
(Reporting year- Financial year)

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S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (a) where there is accepting authority for APAR	21 st September 06 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November