

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

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No.500-15/2016/ APAR / Pers-1

dated 22.04.2016

To,

All Heads of Telecom Circles/Metro Districts & Other Administrative Units
All GMs/PGMs of BSNL CO New Delhi
Bharat Sanchar Nigam Limited.

Subject: - Clarifications regarding writing of APAR.

Reference: - This office letter 500-15/2014/APAR/Pers-I Dated 14.03.2016

Quarries have been received from circles on following issues

Issue-I

An officer working on look after arrangement on higher post will fill which APAR form i.e. the APAR form corresponding to his substantive grade he/she actually belongs to, or the APAR forms corresponding to the post he/she is working on look after arrangement.

Issue-II

Detailed guidelines for reporting/reviewing of APAR in case first / Second reporting officer or reviewing officer transferred in mid of year.

The issued have been examined in detail and now **following are clarified**

Issue-I

The APAR forms i.e. Form-I (White), II (Yellow) and III (Green) are designed on the basis of grades only. The form-I is filled by Group B officer, Form-II by JTS, STS, JAG officers. Similarly Form-III is filled by SAG and HAG officers. An incumbent who is working in substantive grade can fill the APAR form as per the grade he/she actually belongs to.

A look after arrangement for higher post is given on purely temporary basis, therefore an incumbent working on look after arrangement should fill the APAR form corresponding to the substantive grade he/she actually belongs to.

Issue-II

The guidelines for reporting/reviewing of APAR for executives, for which second reporting is applicable, in case if, first reporting/ Second reporting or reviewing officer transferred in mid of year.

- a. " if the first reporting officer is transferred during the middle of the reporting year, he should immediately write the APAR's of his subordinates in respect of the year for the period up to the date of his transfer, provided that the period is at least three months, and the reports should be forwarded to the second reporting authority who will retain them in his custody and record his remarks in the second reporting portions (i.e. Part -3 and Part-5 of APAR) in the last of the reports for the year, taking into account the reports for the previous portions of the year also, forwarded to him by the transferred first reporting officer, at the time of his transfer.
- b. If the second reporting authority is transferred not simultaneously with first reporting officer, but after some time, he will hand over such reports to his successor and the successor will record his remarks in the second reporting part of the reports if he happens to have three months experience. Otherwise, the previous second reporting authority will report the reports at the end of year."
- c. The reviewing authority will review the reports at the end of year provided he has experience of three months. Otherwise, the previous reviewing authority will review the reports at the end of year."

This issue with the approval of competent authority.


(Manish Kumar)

Jt. General Manager (Personnel)
BSNL CO, New Delhi