

Urgent /Time bound

BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
Personnel Branch
4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

File No: BSNLCO-PERB/19(12)/1/2020-PERS1-Part(2)

Dated 05.07.2021

To,

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

Subject: - Extension of timelines for processing of e-APAR (through ESS portal) for year 2020-21- regarding.

Reference:-

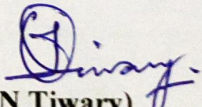
1. This office letter No 500-25/2018/APAR/Pers-I Dated 17.05.2018
2. This office letter No. BSNLCO-PERB/19(12)/1/2021-PERS1 Dated 09.04.2021
3. This office letter No. BSNLCO-PERB/19(12)/1/2021-PERS1 Dated 14.05.2021

Owing to the spread of Covid-19 virus, followed by lockdown in some parts of country, it has been decided with approval of competent authority to further extend timelines for processing of e-APAR for year 2020-21. The revised timelines shall be as specified in the **Annexure-I**.

It has also been decided that the reporting and reviewing officers who have demitted office or retired from service on or after 28.02.2021 shall be allowed to record their remarks till the respective extended cut off dates.

The above relaxations are applicable for year 2020-21 only and will cease to exist from subsequent years.

This issues with the approval of competent authority.


(O.N Tiwary)
Jt. GM (Pers-SM) 05/07/21
BSNL CO, New Delhi

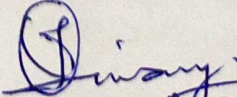
Copy to:-

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

Annexure-I

Revised Time Schedule for Preparation/Completion of e-APAR for year 2020-21

1	Submission of <u>self-appraisal</u> to the reporting officer	15th July 2021
2	Last date for <u>reporting of APARs</u> and further submission to next stage	
	a. Only APAR Structure (PA/PS/PPS/Sr.PPS) By Reporting and reviewing officer	31st August 2021
	b. Normal APAR Structure By Reporting officer	31st August 2021
	C. Dual APAR Structure By Reporting officer -1	15th August 2021
	By Reporting officer -2	31st August 2021
3	Last date for <u>Reviewing of APARs</u>	30th September 2021
4	Disclosure of APAR to Initiator	15th October 2021
5	Receipt of representation, if any from the date of disclosure of APAR	15 days from date of disclosure of APAR or latest by 31st October 2021 , whichever is earlier
6	Forwarding of Representation by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority	21st November 2021
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 Administrator/Custodian.	25th December 2021
9	Last date for updating of <u>No report/ No Review Certificate</u> with Un Completed APARs by APAR Administrator/Custodian.	31st December 2021


05/07/21