



**BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE**

O/o Principal General Manager (Pers)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

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

Dated 10.08.2017

To,

**All CGMs
BSNL Circles/Units.**

Subject: - Initiation of e-APAR's of subordinates by reporting officer-reg.

Reference:-

1. This office letter No :- 500-25/2015/e-APAR/Pers.-I dated 23.02.2017
2. This office letter No :- 500-25/2015/e-APAR/Pers.-I dated 20.07.2017

Few incidences have come to notice, where the executives have not initiated their online APAR for year 2016-17 through ESS portal in spite of repeated reminder from this office, although such cases are very less.

The provision has already been made in the ESS portal for reporting officer to initiate the e-APAR for their subordinate official, if he/she fail to initiate and submit the same to the reporting-office within prescribed time.

Now, the last date for initiation of APAR for year 2016-17 by an executive or initiator has been expired, therefore as per the DOP&T guidelines the reporting officer shall initiate the e-APAR of those subordinate who have failed to initiate/submit the same till last date. The path for initiation of such APAR's are as

ESS login → Manager Self-Service → Initiate APAR for Subordinates

The e-APAR thus generated will appear in the login of reporting officer under sub tab **reporting officer** and same may be reported/Processed as normal e-APAR. The Path where such APAR's will appear is as

ESS login → Employee Self Service → APAR tab → Reporting officer

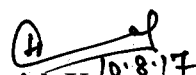
The reporting officer should make sure that the APAR's for year 2016-17 of their subordinates be initiated/reported in ESS Portal in time, even if the e- APAR has not been initiated by subordinate.

Consequently, it has been decided to extend the **last date of reporting and reviewing** of APAR for year 2016-17 (through ESS portal) **till 21.08.2017 and 31.08.2017 respectively.**

Here, it is mentioned that out of 49000 generated e-APAR, 1260 are still pending for reporting. Therefore, it is once again requested that the pending e-APARs may be reported and reviewed as per prescribed schedule. **No further extension will be given beyond 21.08.2017** (for reporting of APAR) **and 31.08.2017** (for reviewing of APAR).

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.