



No. Misc/APAR/Guidelines/2013

Dated 07.11.2013

To

The PCE(C) /CE(C) /GM(L&B) /CE(Arb-L&B)
BSNL

Subject: Writing of APAR's - Manner and Punctuality regarding.

1. During the evaluation of APARs by the CPC, at times it is seen that the APARs are not written with due care and is adversely commented. Some of the standing instructions with regard to filling up of APARs, which are not given due care / importance and are reiterated as under:
 - (a) It is very important both in the interest of efficiency of the service and also of the officers that the APARs are written with the greatest possible care so that the work, conduct, character and capabilities of the officers reported upon can be accurately judged from the recorded opinion. Officers recording remarks must realize the importance of these entries as their own competency will be judged partly from the confidential remarks they record about officers working under them.
 - (b) A confidential report should contain full particulars of the official reported upon such as his name, designation, office in which he works. The names and designations of the reporting and countersigning officers should be written in capital letters or their rubber stamps affixed.
 - (c) When APAR does not cover full period of the year, Reporting Officer should, at the top of the report, mention the period of gap indicating the reasons for which a report for that period has not been written.
 - (d) If an officer is transferred during the middle of reporting year, he should immediately write(if applicable) the CRs of his subordinates in respect of the year for the period up to the date of his transfer, and the reports should be submitted to the reviewing authority who will retain them in his custody and record his remarks in the reviewing portions in the last of the reports for the year, taking into account the reports for the previous portions of the year also, submitted to him by the transferred officers, at the time of their transfer.
2. It is not only in the interest of the employee but the organization also that the value of proper system of APARs is recognized by all concerned. Therefore the APAR's shall not be

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written hastily and instructions on the subject shall be followed scrupulously.

3. It may be noted that in case of recurrence of above mistakes, suitable entries shall be made in the APARs of the erring executives.


(A.M. Gupta)
DGM (BW-I)