

BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

CORPORATE OFFICE

PERSONNEL BRANCH

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

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

Dated: 22.04.2022

To,

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

Sub: Entry/Verification of Off-line APAR data in respect of SDEs, period from 2010-11 onwards in SAP(ERP) Portal –regarding.

**Ref: 1. BSNLCO-PERB/19(12)/1/2020-PERS1, dated 15.12.2021.
2. BSNLCO-PERB/19(12)/1/2020-PERS1, dated 21.02.2022**

Kind reference is invited towards letter under reference on the issue of entering the offline APAR data in SAP Portal for the period 2010-11 onwards of all SDEs under your jurisdiction and sending report (generated by T-code ZHR_GET_APAR_DATA), duly signed by members of APAR Data Verification committee to this office by 15.03.2022.

It is observed that only the Gujrat, Haryana and ITPC Circles have sent their report in the proper format and the Kerala Circle has sent a partial report. In view of above it is once again requested to send the signed copies of aforesaid report at the earliest and latest by **27.04.2022. It may kindly be noted that above reports are to be sent in respect of all SDEs under your jurisdiction irrespective of streams.**

Further, it is requested to complete the above APAR Data entry/verification and submission of report generated by T-code ZHR_GET_APAR_DATA, duly signed by members of APAR Data Verification committee to this office **in respect of all Accounts Officers under your jurisdiction by 30.04.2022.**

This issues with the approval of Competent Authority.



(Onkar Nath Tiwary)

Jt. General Manager (Pers-SM)
BSNL CO, New Delhi-110001

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

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

Dated: 21.02.2022

To,

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

Sub: Entry/Verification of Off-line APAR data in respect of SDEs, period from 2010-11 onwards in SAP(ERP) Portal -regarding.

Ref: BSNLCO-PERB/19(12)/1/2020-PERS1, dated 15.12.2021.

Kind reference is invited towards letter dated 08.02.2021 & 15.12.2021 of this office, vide which it had been requested to enter the offline APAR data in SAP Portal for period 2010-11 onwards, of all SDEs under your jurisdiction by 31.12.2021. In order to ensure that the DPC related works, in future, are not delayed on account of collection/compilation/verification of the APAR related data, following has been decided:

- i. APAR Data verification committee consisting of the Chairman of GM level and two members of DGM(or above) level shall be constituted by the Circle Heads for verification of APAR data entered in ERP of all SDEs in the Circle. If no member of the committee belongs to SC/ST committee then, an executive of DGM/GM level belonging to SC/ST community may be co-opted.
- ii. The Committee constituted as above shall verify the overall correctness of APAR data entered especially the adverse or below benchmark entries.
- iii. The report generated by running T-Code (ZHR_GET_APAR_DATA) shall be signed by the all members of the committee and the same shall be kept ready in the Circle Office for future references and a copy shall be sent to this office for record by 15.03.2022.

This issues with the approval of Competent Authority.


(Onkar Nath Tiwary)

Jt. General Manager (Pers-SM)
BSNL CO, New Delhi-110001

Copy to:

1. The PGM (ERP) for kind info and n/a please.
2. Intranet Portal.

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

Dated: 15.12.2021

To,

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

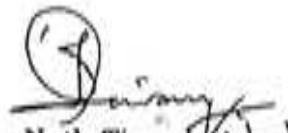
Sub: APAR Data updation through SAP portal-regarding.

Ref: BSNLCO-PERB/19(12)/1/2020-PERS1, dated 08.02.2021.

It has been observed that while conducting DPCs, the collection of relevant APAR data of executives under consideration from field units takes considerable time and results in a prolonged DPC process. In order to ensure APAR data readiness for conducting DPCs in future, it has been decided to feed the offline APAR data in ERP system for all SDEs for the APAR period 2010-11 onwards. Accordingly, all Administrative units are requested to ensure that offline APAR data of all SDEs for the APAR period 2010-11 onwards are updated in ERP system by 31.12.2021. The relevant T-Codes for updation of APAR data have already been conveyed vide this office letter no. BSNLCO-PERB/19(12)/1/2020-PERS1, dated 08.02.2021.

Further, certificate duly signed by the GM(HR) of circle office regarding complete feeding /updation of offline APARs data for the APAR period 2010-11 onwards of all SDEs may be submitted to this office latest by 5th January, 2022.

This issues with the approval of the competent authority.


Onkar Nath Tiwary 15/12/21

Jt. General Manager (Pers-SM)

BSNL CO, New Delhi-110001