



BHARAT SANCHAR NIGAM LIMITED

CORPORATE OFFICE

(PERS-1 SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 400-70/2009-Pers -1

Dated: April 1st, 2010

To

All Heads of Telecom Circles/Metro Districts/Maintenance Regions/Projects/stores/Factories/BRBRAITT/ALTTC & All other Administrative units, CVO BSNL, All GMs/PGMs BSNLCO. Bharat Sanchar Nigam Limited.

Subject: Timely Completion and proper maintenance of Annual Performance Appraisal Report (APAR) for the year 2009-2010 and communication of all entries to executives for fairness and transparency in public administration – regarding.

With the closing of the financial year 2009-2010, the task of writing APAR is required to be undertaken immediately and complete Reports in respect of all officers with backlog if any.

All Reporting officers are requested to complete the reporting work before 15th April 2010 positively and all Reviewing officers are requested to complete the reviewing work positively before 30th April 2010.

Also kindly refer letter no.400-63/2007-pers.I forwarding letter dated 08.07.2009 regarding guidelines of DOP&T according to which

“in case the ACR/APAR is not initiated by the Reporting officer for any reason beyond 30th June of the year in which the financial year ended, he/she shall forfeit his/her right to enter any remarks in the APAR of the officer to be reported upon and he /she shall submit all APARs held by him/her to the Reviewing officer on the next working day. Similarly, the Reviewing officer shall also forfeit his /her right to enter any remarks in the APAR beyond 31st August of the year in which financial year ended. The names of all those Reporting/Reviewing officers who have failed to initiate /review the APARs even by 30th June or 31st August as the case may be are required to be brought to the notice of Secretary. The Secretary in the Department may direct

21/4/10

to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification direct that a written warning for delay in completing the APARs be placed in the ACR/APAR folder of the defaulting officer concerned”

2. Accordingly, all the Reporting/Reviewing officers in BSNL are requested to comply with the direction issued by DOP& T in this respect and adhere to the prescribed time limit therein for completing all the APARs.

3. All heads of sections entrusted with maintenance of APARs at circle and corporate level are requested to communicate full APARs including the overall grade and assessment of integrity to concerned officer after the report is complete with the remarks of Reviewing officer timely according to OM No.21011/1/2005-Estt (A) (Pt-II) dated 14th May, 2009 by DOP&T and follow all guidelines issued by this office in this regard.

4. All Heads are requested to bring the above guidelines to the notice of all the officers under them for strict implementation of the above instructions.



(R.K.Mishra) 11/4/10
General Manager (Personnel)
BSNLCO, New Delhi.