



भारत संचार निगम लिमिटेड

भारत सरकार का उद्यम

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

मुख्य महाप्रबंधक का कार्यालय तमिलनाडु परिमंडल, 80 अण्णा सालै चेन्नई 600002

Office of the Chief General Manager, Tamilnadu Telecom Circle, 80, Anna Salai, Chennai-600002

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To

All Heads of SSAs

Sr.GM MS-D Chennai / Sr.GM MS-O Coimbatore / GM MS-O Trichy

GM (A) / GM (NWP-CFA) / GM (EB) / GM S&M-CM

PGM (F) / GM (TR)

PCE (Civil) / PCE (Electrical) / Chief Architect

No.CGM/TNC/APAR Corres/2013 dated at Chennai-600 002 the April 30, 2013

Sub: APAR – maintenance and preparation.

BSNL Corporate Office order No.400-70/2009-APAR dated 1.4.2010 states that if a Reporting Officer has not done his reporting in the APAR for his subordinate officer(s) by 30th June, then the Reporting Officer forfeits the right to make any entry in the APAR(s). In the same way, if the Reviewing Officer has not completed his review of the APAR by 31st August, then he also forfeits the right to review the APAR. If the Reporting Officer and / or Reviewing Officer has not completed the reporting or review by 30th June and 31st August respectively, then a warning letter has to be issued to them by the next higher authority for not doing their duty properly in regard to writing of APARs in time which is very important.

2.0 APAR(s) - duly reported and reviewed – have to be disclosed by the Reviewing Officer as per instructions contained in DoT order No.CS/Advisor/HRD/ACR dated 1.6.2009.

3.0 Certificate of completion of all the APARs for which you are reporting / reviewing officer may kindly be sent to the undersigned in due course. Similarly, the certificate of completion for both reporting and reviewing obtained from the subordinate officers working under your control may also be obtained for your office records.

4.0 The Reporting Officer knows very well the works of his subordinate officers directly working under him. Therefore, even if self-appraisal resume is not received in time, the Reporting Officer can make his reporting in the APAR before 30th June. Non-receipt of APAR self-appraisal resume from the subordinate officer(s) cannot be taken as a plea for not writing the APARs in time.

These instructions may kindly be scrupulously followed and necessary compliance may be given to the undersigned.

[Mohammed Ashraf Khan],
Chief General Manager.