

8/5/14

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Personnel Section  
Corporate Office  
4<sup>th</sup> floor, Bharat Sanchar Bhawan,  
H.C.Mathur Lane, Janpath  
New Delhi - 110001



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)

Tel.: 011 - 23328815  
Fax: 011 - 23328498

BSNL LIVE  
Faster than your thoughts  
2010

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

No. 500-15/2014/APAR/Pers.-I

Dated 8.05.2014

Subject - Reporting and reviewing structure for executives in BSNL- amendment of

Reference:-

BSNL CO New Delhi Letter No 4-2/2010-Restructuring Dated 19. 07.2013

Kindly find enclosed here with the amended APAR format (i.e page 6A and 7 of modified APAR), forwarded by DGM (restructuring /WS & I) vide BSNL CO New Delhi Letter No 4-2/2010-Restg Dated 31.03.2014, wherever second reporting authority is applicable as per amendment No 4-2/2010-Restructuring dated 19.07.2013 ( Copy enclosed).

This may also brought to the notice of all concerned authorities.

This issues with the approval of competent authority.

(D.K Kalyan)

Dy. General Manager (Pers-II)  
BSNL CO, New Delhi  
011-23722377

Enclosure - As above

Endt. No. DPC/10-10/APAR RLGS/2011/PL dt. 09-05-2014

forwarded to: All Heads of SSAs/Units, TN circle  
for information, guidance & necessary  
action.

सहायक महाप्रबंधक (स्टाफ)  
Assistant General Manager (Staff)  
कार्या. मुख्य महाप्रबंधक  
O/o The Chief General Manager  
भारत संचार निगम लिमिटेड  
Bharat Sanchar Nigam Limited  
तमिऴनाडु परिमंडल, चेन्नई - 600 002.  
Tamilnadu Circle, Chennai - 600 002.



Name of Officer: -

Staff No:-

Reporting Period:-

PARAT 4 A

(To be recorded by the second reporting officer, where prescribed for the officers of ITS and P & T BWS only)

1. Length of Service under the second Reporting Officer
2. Pen picture by Second Reporting Officer. Pl comment (in about 100 words) on overall qualities of the officer with reference to his/her strength & shortcoming including special achievements, if any, and comments about overall grading of the officer.

Place:

Date:

Signature \_\_\_\_\_

Name:

Designation:

(During the period of Report)



अधिकारी का नाम

Name of the Officer:- \_\_\_\_\_

रिपोर्ट की अवधि

Reporting Period:- \_\_\_\_\_

भाग - 5

PART-5

1. पुनर्विलोकन अधिकारी की अभिव्यक्ति:

REMARKS OF THE REVIEWING OFFICER:

पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल

Length of service under the Reviewing Officer

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2. क्या आप भाग-3, भाग-4 व भाग-4 A में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? ( संदर्भ: भाग-3 (अ) (VI) तथा भाग-4(5) (यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया मूल्यांकन इस खण्ड के दिये स्तंभ में दें तथा विफलता को आखर करें )

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in part-3, part-4 and Part 4A (Wherever applicable)? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. part-3 (A)(IV) and part-4(5)

(In case you do not agree with any of the numerical assessments of attributes please record your assessments in the column provided for you in that section and initial your entries).

हाँ Yes	नहीं No
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3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे कुछ बदलना या जोड़ना चाहते हैं ?

In case of disagreement, please specify the reasons. In there anything you wish to modify or add?

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4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर । कृपया समालोचन करें (लगभग 100 शब्दों में ) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो ।

Pen picture by reviewing officer. Please comment (In about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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**Bharat Sanchar Nigam Limited**  
 (Corporate Office)  
 Restructuring Cell  
 Bharat Sanchar Bhavan, Janpath,  
 New Delhi-110 001.  
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No. 4-2/2010-Restructuring

Date: 19<sup>th</sup> July 2013

To

All Heads of Territorial and Non-Territorial Circles  
 Bharat Sanchar Nigam Limited

**Subject:** Reporting and reviewing structure for Executives in BSNL - amendment of.

Reference is invited to the instructions issued vide this office letters of even number dated 20<sup>th</sup> September 2010 and 12<sup>th</sup> November 2010 regarding new reporting and reviewing structure for Executives in BSNL.


2. The competent authority has now approved following amendments in the reporting and reviewing structure:

Level of Office	1 <sup>st</sup> Reporting Officer	2 <sup>nd</sup> Reporting Officer	Reviewing Officer
Corporate Office			
GM (F) in CFA/CM/ENT/NB	BU Head	Director (F)	CMD
PGM/GM in NB Unit	ED (NB)		CMD
Circle			
PCE/CE (CIVIL)/CE (ELEC)/ CHIEF ARCHITECT	CGM	PGM (BW) PGM (ELEC) PGM (ARCH) Corporate Office	ED (NB)
SSA			
IFA (in case Circle IFA is equal or lower in rank to SSA Head)	SSA Head	Circle IFA	CGM

3. Further necessary action may be taken accordingly..

Copy for kind information of:

1. CMD, BSNL
2. All Functional Directors, BSNL Board
3. All Executive Directors, BSNL
4. CVO, BSNL
5. DDG (Establishment), Department of Telecom
6. CS & Sr. GM (Legal)
7. All PGMs, Sr. GMs and GMs in BSNL C.O.

  
 (J.S. Khurana)  
 DGM (Restructuring/WS&I)