



BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

Office of the Chief General Manager, Telecommunications

TamilNadu Circle, 80, Anna salai, Chennai – 600 002.

To

All the Heads of SSA/Units.

All GMs/DGMs of Circle Office.

PCE Civil/Electircal Chennai.

REM/C A/T Chennai.

**No: DPC /10-12/ APAR Rlgs./2011(part) Dated at Chennai-2 , the 08-11-2011.**

Sub : Writing of ACR/APAR – reg.

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Kindly refer to this office letter. no.DPC/10-12/2009/24 dated 16/04/2010 regarding the introduction of New Format on APARs.

It is observed that some of the controlling/Reviewing officers are not properly recording their recommendation/observation in their assessments in new format of APARs introduced with effect from 2009-10.

1. For example, it is seen that some of the officers have utilized the old ACR formats even after introduction of New APAR formats by the Corporate office resulting in disqualification of the officer concerned., who is reported upon. It may be avoided in future. Remedial action may be taken for the old cases if pending.

2. Overwritings are not allowed in ACR/APARs generally. In case of unavoidable conditions the incorrect information has to be rounded off and initialed by the officer reporting/Reviewing.

In some of the instances the ACR/APARs of Group’C officers are written by SDE/AOs and not reviewed by the respective AGM/CAOs, resulting in disqualification for NEPP etc..

These events may be taken care by the Competant Authorities.

3. It is observed that some of the officers are not using the gradings slots in New APAR format properly.

The gradings under Part’3’ in A-Assessment of work output, B-Assessment of personal atributes & C-Assessment of functional competency are shown as 7 to 8. Whereas in the overall assessment in Part’4’ is graded as “9” which is impractical and illogical. Proper care has to be taken by the officer reporting and reviewing the APARs in computation of the overall grading.

A model calculation is shown as an example in the Annexure.

SSA/Unit heads are requested to bring to the notice of all concerned.

Sd/-

(D.THAMIZHMANI)

Addl.General Manager(HR),

O/o CGM, BSNL, TN Circle,

Chennai 600 002.

**ANNEXURE**

**PART-3**

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

**(A) Assessment of work output (weightage to this Section would be 40%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Reporting Authority | Reviewing Authority  (Refer Para-2 of Part-5) | Initial of Reviewing Authority |
| i) Accomplishment of planned work/work allotted as per subjects allotted | | **9** |  |  |
| ii) Quality of output | | 8 |  |  |
| iii) Analytical ability | | 7 |  |  |
| iv) Accomplishment of exceptional work/un-foreseen tasks performed | | 8 |  |  |
| v) Overall Grading on “Work  Output” Average i to iv x 40%  (**I)** | 8 x 40  --- = 3.2  100 | |  |  |

**(B)Assessment of personal attributes (weightage to this Section would be 30%)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reporting Authority | Reviewing Authority  (Refer Para-2 of Part-5) | Initial of Reviewing Authority |
| i) Attitude to work | 7 |  |  |
| ii) Sense of responsibility | 8 |  |  |
| iii) Maintenance of Discipline | 7 |  |  |
| iv) Communication skills | 7 |  |  |
| v) Leadership qualities | 8 |  |  |
| vi) Capacity to work in team spirit | 7 |  |  |
| vii) Capacity to adhere to time-schedule | 7 |  |  |
| viii) Inter-personal relations | 8 |  |  |
| ix) Overall bearing and personality | 9 |  |  |
| Overall Grading on “Personal Attributes”  Averaage of (i) to (ix) x 30%  **(II)** | 7.5 x 30  ----= 2.25  100 |  |  |

4

**C)Assessment of functional competency (weightage to this Section would be 30%)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Reporting Authority | Reviewing Authority  (Refer Para-2 of Part-5) | Initial of Reviewing Authority |
| i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly | | | 8 |  |  |
| ii) Strategic planning ability | | | 6 |  |  |
| iii) Decision making ability | | | 9 |  |  |
| iv) Coordination ability | | | 7 |  |  |
| v) Ability to motivate and develop subordinates | | | 9 |  |  |
| vi) Initiative | | | 8 |  |  |
| Overall Grading on ‘Functional Competency’  Average i to vi x 30%  **(III)** | | | 7.8 x 30  ----= 2.34  100 |  |  |
|  |  | | | | |
| **PART-4** | GENERAL | | | | |

6-Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report

I + II + III of part 3 A,B & C}

7.79

(ie) (3.2 + 2.25 + 2.34) } =

Signature of the Reporting Officer

Sd/-

(D.THAMIZHMANI),

Addl.General Manager(HR),

O/o CGM, BSNL, TN Circle,

Chennai-600 002.