

AGM (HR)
685
19/4/12

Personnel Section
Corporate Office
4th floor, Bharat Sanchar Bhawan,
Harish Chandra Mathur Lane, Janpath
New Delhi - 110001

1717
Tel.: 011 - 23328815
Fax: 011 - 23328498

भारत संचार निगम लिमिटेड
BHARAT SANCHAR NIGAM LIMITED
A Govt. of India Enterprise

BSNL

93/e

No. - 400-106/2011-Pers.I

Dated 18/04/2012.

To,

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

Subject - Maintenance and preparation of Annual Performance Appraisal Reports (APAR) 2010-2011 and 2011-12.

Kindly refer to the DoT letter No. CS/Adv.(HRD)/APAR/2010-2011 dated 30.03.2012 and CS/Adv.(HRD)/APAR/2011-2012 dated 30.03.2012 (copy enclosed) on the above mentioned subject. In this connection you are requested to comply all the directives as mentioned in the referred letter and to furnish the desired certificate indicating that **"No ACR/APAR is pending in your Circle/Unit for report/review"** directly to DoT under intimation to this office, latest by 31.08.2012 positively.

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

This may be treated as **MOST URGENT** please.

Virender Prasad
(Virender Prasad)
Addl. General Manager (Pers.)
BSNL CO, New Delhi

Enclosure - As above.

Copy to :-

1. PPS to CMD/ All Directors, BSNL, Corporate Office, New Delhi.
2. CVO BSNL Corporate Office, New Delhi.
3. ED (CN/CA/NB/Fin.), BSNL Corporate Office, New Delhi.
4. CS to Director (HR), BSNL Corporate Office, New Delhi.

Endst No. Staff/EG-1&2/ACR/Corr/II/94 Dated 21.04.2012

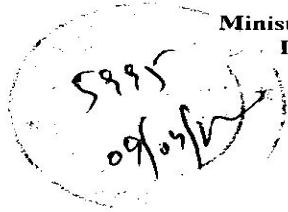
Copy forwarded for information and necessary action to

1. PS to CGMT
2. PGM(F) Circle office, Ambala.
3. Sr.GMs/GMs/DGMs C.O Ambala.
4. All SSA Heads in Haryana Circle.
5. % Sr.GM(CM) Haryana, Ambala.
6. CE(Civil)/CE(Elect) Haryana Zone, Ambala.
7. Guard File.

D.K. Puri
21/4/12
(D.K. Puri)
AD(Staff)

No.CS/Adv.(HRD)/APAR/2011-2012

Government of India
Ministry of Communications & IT
Department of Telecom
Confidential Cell
(O/o Advisor(HRD))



New Delhi, the 30/3/2012

To

1. The Chairman & Managing Director
BSNL/MTNL/TCIL
2. The Secretary, TRAI
3. The Sr.DDG, TEC
4. All CGMs in BSNL
5. All DDG(TERM)
6. All DDGs in DOT.

Subject: Maintenance and preparation of Annual Performance Appraisal Reports(APAR) 2011-2012

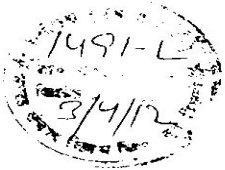
Sir,

As you are aware, with the closing of the financial year 2011-12, the task of writing Annual Confidential Reports is required to be undertaken immediately and complete Reports (duly reviewed) are to be sent to Directorate. ACRs of those officers who are on deemed deputation to PSUs are also to be maintained in DOT Hqrs.

2.. In this regard, your kind attention is also drawn to the annexure III enclosed with the Deptt. of Personnel & Training OM No.21011/01/2005-Estt.(A) dated 23RD July, 2009 vide which the time-schedule for timely preparation of APARs has been prescribed for compliance. As per this schedule, the writing of APAR must be completed by 31st July of the financial year where there is no accepting authority. Where there is Accepting Authority, the writing of APAR must be completed by 31st August of the financial year. In any case the APAR in new FORMAT (prescribed by DOP&T) from the year 2009-10 must be sent to the DOT HQ by 31st July, 2010/31ST August, 2010 after disclosing the APAR to the officers reported upon and completion of all action in compliance with the DOP&T OM dated 14.5.2009.

3. It is noticed that a large number of Annual Performance Appraisal Reports for the previous years in respect of some officers are still pending and yet to be received in DOT Hq. This unnecessarily delays the holding of DPC etc. and completion of ACR dossiers.

4. You are requested to bestow your personal attention and ensure that all the APARs for the year 2011-2012 (with backlog, if any) complete in all respects, i.e. reporting/reviewing after filling up the APAR certificate printed at page 8/- of the



3082/P-1/12
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9/02
7/4/12

DIR (HRD)
3/4

Sr. GM (Pers)

Adm & M/P

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1/4/12

AGP (RS)

3114
10/4
DM J (ABAR)

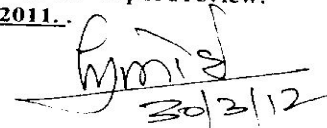
3/4/2012

APAR format, in respect of officers who are on deemed deputation should be sent to "CS to Adv.(HRD), DOT" without any further delay.

5.. ACRs of officers who have already been absorbed in BSNL/MTNL should not be sent to DOT.

6. This may also be brought to the notice of all concerned authorities that two copies of APAR must be filled up and getting reported and reviewed – one copy of APAR be sent to DOT HQ after disclosing the APAR and all action completed in compliance to the DOP&T OM dated 14.5.2009 and second copy should be maintained in the Circle ACR dossier maintained by the Circle authorities. It is, also requested that it must be ensured that while sending the DOT copy of APARs to DOT HQ, this certificate must be duly filled up to avoid the difficulties in obtaining the APAR certificates from the different fields/units. In the absence of this certificate, the APAR will not be accepted by DOT. .

7. You are, therefore, requested to issue suitable directions/ instructions to all the concerned officers/authorities and field units for strictly adhered to the time time scheduled prescribed by the DOP&T and be attentive in timely completion of ACRs of the officers for the year 2011-2012 and furnish a Completion Certificate indicating that "no ACRs are pending in your Circle/Unit for report/review." This Completion Certificate must be sent by 31st August, 2011.


30/3/12

(N.R. Bishnoi)
Director(Staff)

No.CS/Adv.(HRD) /APAR/2010-2011
Government of India
Ministry of Communications & IT
Department of Telecom
Confidential Cell
(O/o Advisor(HRD))

New Delhi, the 30/3 March, 2012

To

1. The Chairman & Managing Director
BSNL/MTNL/TCIL
2. The Secretary, TRAI
3. The Sr.DDG, Telecom Engineering Centre
4. All DDGs in DOT
4. All CGMs in BSNL
5. All DDG(TERM)

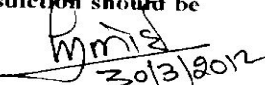
Subject: Maintenance and preparation of Annual Performance Appraisal Reports(APAR) 2010-2011

Sir,

This is with reference to the APAR for the period 2010-11. As you are already aware that as per DOP&T OM dated 14.5.2009, the system of communication of all entries in the APAR has been implemented from the year 2008-09 onwards. It is regretted that in spite of great efforts and repeated reminders,, it is noticed that a large number of Annual Performance Appraisal Reports for the year 2009-10 and 2010-11 are still pending for disclosure in various field units and are not available in this office which causes unnecessarily delays in holding of DPC etc. and completion of ACR dossiers.

2. In this regard, it is requested that if the delay of writing of APAR is due to non-submission of self-appraisal by the officer reported upon, the writing of APAR may kindly be initiated by the Reporting Officer/Reviewing Officer as per rules.

3. In view of the above, it is once again requested to bestow your personal attention in completing the APARs of the officers and ensure that all the APARs for the year 2010-2011 (with backlog, if any) complete in all respects, i.e. reporting/reviewing in respect of all the officers under your jurisdiction should be sent to "CS to Adv.(HRD), DOT" without any further delay.


(N.R. Bishnoi)
Director(Staff)

Copy to: Advisor(O)/Advisor(T) – for kind information and similar action please.

No. 21011/1/2005-Estt (A) (Pt-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi,
23rd July, 2009

OFFICE MEMORANDUM

Subject:- Preparation and maintenance of Annual Performance Assessment Reports (APAR).

The undersigned is directed to invite the attention of the Ministries/Departments to the instructions contained in this Department's O.M. No. No. 21011/02/2009-Estt.(A) 16/02/2009 and O.M. of even number dated 14.05.2009 on the subjects of timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions:-

- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.
- (ii) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefor.
- (iii) Numerical gradings are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc. for descriptive remarks.

3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.


(C.A. Subramanian)
Director

To

All Ministries/Departments of Government of India

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (v) All Staff Members of Departmental Council (JCM).
- (vi) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (vii) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T

Annexure-III

**Time schedule for preparation/completion of APAR
(Reporting year- Financial year)**

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (a) where there is accepting authority for APAR	21 st September 06 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November