



NO. BSNLCO-PERB/19(12)/2/2022-PERS1 Part(3)

Dated: 05.09.2024

To,

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

**Sub:-** Processing of e-APAR for "Executive and Non-executive" employees of BSNL, online through ESS-Portal for year 2023-24- regarding.


- Ref:-** (i) BSNLCO-PERB/19(12)/2/2022-PERS1-Part(3) dated 04.04.2024.  
(ii) BSNLCO-PERB/19(12)/2/2022-PERS1-Part(3) dated 05.04.2024.  
(iii) BSNLCO-PERB/19(12)/2/2022-PERS1-Part(3) dated 22.05.2024 .  
(iv) BSNLCO-PERB/19(12)/2/2022-PERS1-Part(3) dated 28.06.2024.

Kind reference is invited to this office letters under reference vide which the timelines for various activities for e-APAR completion have been circulated/revised for processing of e-APAR for year 2023-24.

- As a final opportunity to complete the initiation/self-appraisal /reporting/reviewing activities of e-APAR, the last date for various activities for completion of e-APAR process are hereby extended as detailed in **Annexure-'I'**. The executives/non-executives who have not initiated their e-APAR are requested to initiate/self-appraisal in the prescribed time period, failing of which all concerned reporting officers may ensure that the e-APARs of all those subordinates who have failed to initiate/submit their self-appraisals are initiated by them in ESS Portal (through MSS tab) and the same be reported latest by the timelines mentioned in Annexure-'I'.
- It may be noted that these timelines will not be extended any further.**
- All executives/non-executives are advised to comply with the timelines for processing of e-APARs.

This issues with the approval of competent authority.

**Encls:** As above

  
(Satish Kumar)  
Dy. GM(Pers.)  
BSNL CO, New Delhi

**Copy to:** DGM(Pers.-ERP) for information and necessary action please.



## ANNEXURE-'I'

**Time Schedule for Preparation/Completion of e-APAR  
(for Reporting of Financial year 2023-24) :-**

1	Submission of self-appraisal to the reporting officer.	06-09-2024 to 09-09-2024
2	Reporting of APARs and further submission to next stage.	
	a. APAR Structure for ( PA/PS/PPS/Sr. PPS ) Where Reporting and reviewing officer are same.	06-09-2024 to 12-09-2024.
	b. Normal APAR Structure By Reporting officer	06-09-2024 to 12-09-2024.
	c. Dual APAR Structure By Reporting officer-1	06-09-2024 to 10-09-2024.
	By Reporting officer-2	06-09-2024 to 12-09-2024.
3	Reviewing of APARs	06-09-2024 to 15-09-2024.
4	Disclosure of APAR to Initiator	The date On which APAR is reviewed** (Auto disclosed immediately after review)
5	Receipt of representation, if any from the date of disclosure of APAR	Within 15 Days of disclosure of APAR.
6	Forwarding of Representation by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority	30 <sup>th</sup> September
7	Disposal of representation by the competent authority (Off line Mode) from the date of receipt of representation.	1 month
8	Communication of the decision of the competent authority on the representation and its updation into the ERP Portal by the APAR Administration/Custodian.	15 <sup>th</sup> November
9	Last date for updating of No Report/ No Review Certificate with Un-Completed APARs by APAR Administrator/Custodian.	21 <sup>st</sup> November
10	End of entire APAR process.	30 <sup>th</sup> November

**Note:-**

1. Mid-term e-APARs in case of transfer (within BSNL) /Retirement, should be completed (Initiated/Reported/Reviewed) within one month time, irrespective of APAR structure. Other time lines shall be as above.
2. The e-APAR initiated by venture of transfer (outside of BSNL) of Reporting, should be completed within three month time, irrespective of APAR structure, as the ESS login (Only APAR Tab) of Reporting officer shall remain active only for three months from the date of transfer (outside of BSNL) as per letter dated 08.07.2019.
3. **NOTE\*\*:** Reviewed e-APAR is reflected and auto disclosed in the APAR inbox of the officer reported upon immediately after review of e-APAR.