



BHARAT SANCHAR NIGAM LTD.

CORPORATE OFFICE, PERSONNEL – I SECTION
4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1

No. 400-70/2010-Pers.I

Date:- 8th Sept., 2010.

To,

All Heads of Telecom Circles/
Metro Districts/Maintenance Regions/
Projects/Stores/BRBRAITT/ALTTC.
All other Administrative Units,
Bharat Sanchar Nigam Limited.

Subject:- Maintenance and preparation of APARs – clarification regarding.

A number of references from Circles relating to maintenance of APAR and furnishing its copy to DOT were received by this office. The points/issues received from them have been duly considered and clarifications, as detailed below, are issued with the approval of the Competent Authority for necessary action :-

Points of Clarification	Clarification
On introduction of APARs from the financial year 2009-2010, these are to be disclosed to the concerned SAG officers including the review remarks. It may kindly be clarified on the following points:- (i) Whether both the copies of APARs are to be sent to the respective Board of Directors for review or the earlier procedure to be followed. (ii) Whether the disclosure of APAR with reviewing remarks of SAG officer will be taken up by Corporate office or Circle office?	(i) Two copies of APAR will be filled up at Circle level and sent to BSNL Corporate office for review by Competent Authority. One of the copy of APAR will be sent to DOT and second copy will be in the custody of CS to DIR(HR). (ii) The disclosure of APAR to the SAG officer concerned will be handled by CS to DIR(HR).

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(Vifender Prasad)

Deputy General Manager (Pers.I)

Copy to:-

- 1) The PPS to CMD, BSNL, New Delhi
- 2) The PPS to all Directors, BSNL Board, New Delhi
- 3) The CVO/PGM/GM(Estt)/(Trg.)/(EF)/(FP)/(BW)/(Civil)/(Elect.)/(Arch.)/(TF), BSNL C.O.
- 4) The AGM(Pers.II/Pers.IV/Pers.V/CSS), BSNL C.O.
- 5) The DM(Admn.I/II/CSS/L&A/Paybill/Cash/Pension, BSNL C.O.
- 6) The Rajbhasha Adhikari, BSNL C.O. for Hindi version.
- 7) Spare copy/Order Bundle.

28-9-10

(G. P. Vishnoi)

Deputy Manager (Pers.I)