



(A Govt. of India Enterprise)

Office of the Chief General Manager, Telecommunications
Tamil Nadu Circle, 80, Anna salai, Chennai – 600 002.

To
All Heads of SSAs in TN Telecom. Circle,
PGM (D) / PGM (O) / PCE (Civil) / PCE (Elect.) / Chief Architect, Chennai.
All GMs in CMTS Units Coimbatore / Madurai / Trichy / Chennai.
All Sr. GMs / GMs of TN Circle in Chennai (Including Circle office),
Tamil Nadu Telcom. Circle .
Principal, RGM TTC, Meenambakkam , Chennai .

No: TSB / DPC /10-11/ 2010-Vol.II Dated at Chennai-2 , the 29-04-2011.

Subject: APARs 2010-2011 Completion and Furnishing
Certificate regarding completion of APARs
for the year 2010-11 – regarding.

Reference: 1. DPC/10-11/2010/1 dated 02-06-2010.

- (i) D.O.P &T New Delhi letter No. 21011/1/2005-
Estt. (A) (Pt.II) dated 14-05-2009.
- (ii) D.P.E. New Delhi O.M.No. 5(1)2000-GM
dated 28-05-2009.
- (iii) D.O.T. New Delhi letter No. CS/Adv(HRD)/
ACRs/2009 dated 01-06-2009.
- (iv) D.O.T. New Delhi letter No. CS/Adv(HRD)/
ACR/2009 dated 10-07-2009.
- (v) D.O.T. New Delhi letter No. CS/Adv(HRD)/
APARs/2009-10 dated 16-03-2010.
- (vi) D.O.T. New Delhi letter No. CS/Adv(HRD)/
ACRs dated 29-03-2010.
- (vii) B.S.N.L. C.O. New Delhi letter No. 400-99/2009-
Pers.I dated 27-07-2009.

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(viii) B.S.N.L. C.O. New Delhi letter No. 400-70/2010-Pers.I dated 08-04-2010.

(ix) B.S.N.L. C.O. New Delhi letter No. 400-99/2009-Pers.I dated 30-03-2010.

Kindly find enclosed herewith D.O.T. New Delhi letter No. CS/Adv.(HRD)/APAR/2010-2011 dated 05-04-2011 addressed to CMD BSNL Board, New Delhi and D.O. Letter No. CS/Dir(HRD)/ACRs/APARs/2011-12 dated 13-04-2011 from Shri A.K. Garg, Director (HR), BSNL Board, New Delhi regarding Maintenance and Preparation of Annual Performance Appraisal Reports (APAR) 2010-2011 fixing time schedule for completion of ACR / APAR for the year 2010-2011 for your information and necessary action.

2. In this connection, the various rulings issued on the subject matter issued by D.O.P&T, D.P.E., D.O.T. and BSNL Headquarters, New Delhi are referred under reference (i) to (viii) above conveyed vide this office letter No. DPC /10-12 /2009 dated 11-02-2010, DPC /10-12 / 2009 / 24 dated 16-04-2010 and DPC / 10 - 11/2010 /1 dated 02-06-2010 for your guidance .

3. You may also be aware that due to non-completion of APARs within the stipulated time, the D.P.Cs could not be held as per Schedule with the result that the promotion / confirmation of the officers / officials are getting delayed. This could be avoided if the work of writing of APARs is completed immediately after the close of the financial year.

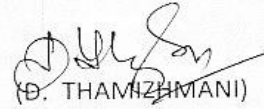
In this connection, the following may kindly be noted / complied with;

(i) The disclosure of ACRs / APARs should have been done as per D.O.P&T, New Delhi order cited above for all employees.

(ii) The cases of Below Bench Mark disclosure, representations on Below Bench Mark and its disposal need to be carried out as per DOP&T, New Delhi letter cited above. In order to systematize the above job, it is suggested that a Rubber Stamp may be affixed on the ACR/APAR indicating the 1) Date of communication of APAR 2) Date of receipt of representation 3) Date of disposal of the Appeal.

In case if there is any omission in this regard, the SSA / Unit only is responsible for any Grievance that may arise in this regard.

As Circle Office has to submit to B.S.N.L. C.O. New Delhi compliance report on the completion of this procedure, all SSA / Unit Heads are requested to give due certificate for having duly completed this process in the enclosed Annexure on or before 10-06-2011. It is requested to strictly adhere to the Time Schedule for completion of the APAR work and submit required Completion Certificate to this office for onward transmission to BSNL C.O. New Delhi on or before 31-07-2011 as indicated in Director (HR)), BSNL C.O. New Delhi letter cited above.



(D. THAMILMANI)
Addl. General Manager (HR)
for CGM Telecom., T.N.Circle
B.S.N.L. Chennai 600 002.

Encl: As referred

Copy to:

1. Asstt. Director (Staff-I) / (Staff-II) / (Staff-III) / AO (Finance).
2. Guard File / Intranet C.O.
3. Hindi Section.

APAR COMPLETION CERTIFICATE

CERTIFIED THAT APARs FOR THE YEAR 2010-11 IN RESPECT OF ALL OFFICERS AND ALL GROUP 'C' AND GROUP 'D' OFFICIALS WORKING UNDER MY CONTROL (AS FURNISHED BELOW) HAVE BEEN COMPLETED AND NO APARs ARE PENDING IN MY UNIT / SSA FOR REPORT / REVIEW AS ON 31-3-2011.

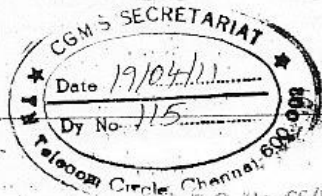
CADRE	TOTAL NO.OF OFFICIALS / OFFICERS ON ROLL AS ON 31.3.2011	NO.OF OFFICIALS FOR WHOM CR COMPLETED AS ON 31.3.2011	REMARKS** §
NUMBER OF GROUP 'C' OFFICIALS			
NUMBER OF GROUP 'D' OFFICIALS			
NUMBER OF OFFICERS UPTO STS LEVEL			
NO.OF OFFICERS UPTO JAG / SAG LEVEL			

** The reasons for non completion of APAR writing to the left out Officers / Officials names / cadre wise with a Time Bound programme by which the APARs will be completed may also be indicated.

§ The list of officers / officials working as on 31-03-2011 drawn from the Pay Bill may also be furnished (Including Officers / Officials Transferred / Retired / Resigned / Deputation / Foreign Service / Expired etc. for the Period from 01-04-2010 to 31-03-2011 for various purposes and for record.

भारत संचार भवन, हरीश चन्द्र माथुर लेन,
जनपथ, नई दिल्ली - 110001
दूरभाष कार्यालय : +91-11-2373 4070
फैक्स : +91-11-2373 4072
ई-मेल : dirhrd@bsnl.co.in
Bharat Sanchar Bhawan, H.C. Mathur Lane,
Janpath, New Delhi - 110001
Ph. : +91-11-2373 4070
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भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)



ए. के. गर्ग
निदेशक (एच.आर.)
बी.एस.एन.एल. बोर्ड
A. K. Garg
Director (H.R.)
B.S.N.L. Board

D.O. No. CS/Dir(HRD)/ACRs/APARs/2011-12
Dated the 13th April 2011

Dear Shri Khan,

Handwritten notes:
DGM (HR)
Dir 2/14
G.M. (A)
PS to CGM
M. Jagan 20/4

As you are aware that with the closure of the current financial year, the work of writing and review of Annual Confidential Reports/Annual Performance Appraisal reports of the executives of the level of S.D.E and above are to be completed and to be sent to my Confidential Secretary by 31st July 2011 as per existing instructions. ACRs/APARs of those officers who are on deemed deputation are to be maintained by DOT Hqrs.

On review, it is observed that a large numbers of ACRs/APARs of the last year are still awaited/pending for disclosure in various circle / units. This will delay the holding of DPC etc. and completion of the ACR dossiers. You are requested to bestow your personal attention and ensure that all the APARs for the last financial year i.e. 2010-2011 (with the backlog, if any) complete in all respects, i.e. reporting/reviewing after filling up the APAR certificate printed at page -8/- of the APAR format, in respect of officers who are on deemed deputation should be sent to "CS to Adv.(HRD), DOT" without any further delay.

*Flagged
In Red*

In this regard, your kind attention is also drawn to the annexure III enclosed with the DOP&T 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) of the level of SDE and above for the year 2010-11 must be sent to CS to Dir(HR), BSNL C.O. and of the officer on deemed deputation must be sent to DOT HQ by 31st July, 2011/31st August, 2011 after disclosing the APAR to the officers reported upon and completion of all action in compliance with the DOP&T OM dated 14/05/2009.

*Flagged
In Red*

It will be the sole responsibility of the Head of the Circles/Units to ensure that all the ACRs/APARs of the officers in his Circle/District/Unit are completed before the stipulated time and all the ACRs/APARs must contain e-mail I.D., staff number as per blue book on every page of the ACRs/APARs. He will be required to furnish a certificate stating that all the ACRs/APARs of regular SDEs or equivalent or above have been completed and sent to my Confidential Secretary, Shri Susheel Kumar, CS to Director(HR) in room no 210, Eastern Court, Janpath, New Delhi-110001.

पंजीकृत एवं निगमित कार्यालय : भारत संचार भवन, हरीश चन्द्र माथुर लेन, जनपथ, नई दिल्ली-110001
Regd. & Corporate Office : Bharat Sanchar Bhawan, H.C. Mathur Lane, Janpath, New Delhi-110 001
Website : www.bsnl.in

Handwritten notes:
A.P. S...
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ACRs/APARs in respect of GM level officers should be disclosed by the CGMs of respective circles. CS to Director(HR) will disclose the APARs of all CGMs, GMs and Officers working in BSNL corporate office.

You are requested to kindly bring the above instructions to the notice of all concerned and ensure that compliance in this regard is communicated to the undersigned at the earliest.

With regards,

Sh. Mahd. Ashraf Khan,
C.O.M.
Tosmildrudu Telecom Circle,
Chennai.

Yours sincerely,

A.K. GARG (13/4/11)

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18-04-2011

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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 5th April, 2011

To

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

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

Sir,

As you are aware, with the closing of the financial year 2010-11, 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 to be maintained in DOT Hqrs.

2. It is noticed that a large number of Annual Performance Appraisal Reports for the year 2008-09 and 2009-10 are still pending for disclosure in various field units. This unnecessarily delays the holding of DPC etc. and completion of ACR dossiers.
3. You are requested to bestow your personal attention and ensure that all the APARs for the year 2010-2011 (with backlog, if any) complete in all respects, i.e. reporting/reviewing after filling up the APAR certificate printed at page 8/- of the APAR format. In respect of officers who are on deemed deputation should be sent to "CS to Adv.(HRD), DOT" without any further delay.
4. ACRs of officers who have opted for BSNL/MTNL should not be sent to DOT.
5. 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

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DOP&T) for 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.

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 timely completion of ACRs of the officers for the year 2010-2011 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 20th August, 2011.


(N.R. Bishnoi)
Director(Staff)

- CO /TNC/PC/257.