



**Bharat Sanchar Nigam Limited**

(A Govt. of India Enterprise)

**BSNL Corporate Office**

[Room No.221, Eastern Court, Janpath, New Delhi - 110 001]

(SCT Cell)

No. 45-03/2013-SCT/742

Dated: 19.12.2013

To

1. All Heads of Circles / Metro Districts, BSNL
2. All PGMs/ Sr.GMs/GMs, BSNL CO.

**Sub: Guidelines for filling out Annual Performance Appraisal Reports (APARs) of employees in BSNL - reg.**

This is regarding writing the Annual Performance Appraisal Report (APAR) of employees working in BSNL. Of late, it has been observed that there are certain lapses on the part of some of the Reporting and the Reviewing Officers while reporting and reviewing of the APARs of their subordinate officers / officials working under them. In this connection, the following points may please be kept in mind while reporting and reviewing APARs of the officers / officials.

1. The APAR is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his /her further advancement. The Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. The Performance appraisal through APARs should be used as a tool for human resource development. The Reporting Officer should realize that the objective is to develop an officer so that he / she realizes his/her true potential. It is not meant to be a fault-finding process but a developmental one.
3. The Officer reported upon, the Reporting Officer and the Reviewing Officer are required to ensure timely submission of APARs as per the stipulated time prescribed by DOP&T vide letter No.21011/1/2005-Estt(A)(Pt-II) dated 23.07.2009. The Self Appraisal is required to be submitted by the officer reported upon by 15<sup>th</sup> of April, the reporting of the APAR is to be submitted by the Reporting Officer by 30<sup>th</sup> June and the reviewing of the APAR by the Reviewing Officer by 31<sup>st</sup> July of the financial year. Where there is accepting authority, the writing of APARs must be completed by 31<sup>st</sup> August of the financial year. In case the APARs are completed by the stipulated time the same would be made available to DPC as and when required.

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4. A certificate to the effect that APAR has been shown / disclosed to the officer reported upon is to be completed by 1<sup>st</sup> September where there is no accepting authority and by 15<sup>th</sup> of September of the financial year where there is accepting authority.
5. As the APARs are the important documents for the development of individual officers, due care should be taken while filling out the forms with a high sense of responsibility in general, and extreme care should be taken in respect of SC/ST officers in particular. When the officer's performance is below bench mark, it is essential that necessary action is required to be taken by the superior officer to guide, motivate and train the officer reported upon. If necessary, proper counseling is to be provided to SC/ST employees. Hence, it may please be ensured that no officers summarily be graded below bench mark jeopardizing their career prospects.

All concerned officers of BSNL are hereby advised to adhere to the above points/ guidelines while filling out APAR Forms of their subordinate officers with a view to develop human resources in the right spirit in the organization and also to avoid future complications in this regard.

This issues with the approval of the competent authority.



[Ram Shakal] 19.12.2013

Chief Liaison Officer(SCT)

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Copy to:

1. PPS to CMD, BSNL CO, New Delhi
2. PPS to all Directors, BSNL CO, New Delhi
3. ✓ Intranet Portal, BSNL
4. Guard file.