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भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

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

**Dated : 05.04.2024**

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 of Non-executive employees of BSNL, online through ESS-Portal for year **2023-24** regarding.

**Ref:-** BSNLCO-PERB/19(12)/2/2022-PERS1-Part(3) Dated: 04.04.2024 (available on Intranet portal).

In continuation of this office letter under reference please find enclosed herewith the timelines for processing of e-APARs in respect of Non-executive employees of BSNL for year **2023-24** as **Annexure-'A'** for "**NE1 to NE8**" and **Annexure-'B'** for "**NE9 & Above**" level.

All concerned are advised to comply with the timelines for processing of e-APARs.

This issues with the approval of competent authority.

( Satish Kumar ) 05/04/2024  
DGM(Pers.1)  
BSNL CO, New Delhi

**Enclosures: As above.**



**ANNEXURE-A**

<b>Time Schedule for Preparation/Completion process of e-APAR for "NE1 to NE8" (for Reporting of Financial year 2023-24) :-</b>		
<b>S.No.</b>	<b>Task to be performed</b>	<b>Date</b>
1	Last date for Initiation and writing of e-APAR of Non-executive employee (NE1 to NE8) by the reporting/reviewing officer .	<b>30.06.2024</b>
2	<b>Disclosure</b> of APAR to concerned Non-executive employee.	<b>The date on which APAR is reported/reviewed** (Auto disclosed immediately after review).</b>
3	Receipt of <b>representation, if any</b> from the date of disclosure of APAR.	<b>Within 15 Days of disclosure of APAR.</b>
4	<b>Last date for Forwarding of Representation</b> by Reporting/Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority.	<b>15.09.2024</b>
5	<b>Time for Disposal of representation</b> by the competent authority (Off line Mode) from the date of receipt of representation.	<b>1 month</b>
6	Last date for Communication of the decision of the competent authority on the representation and its updation into the ERP Portal by the APAR Administration/Custodian.	<b>15-11-2024</b>
7	Last date for updating of <b>No Report/ No Review Certificate</b> with Un-Completed APARs by APAR Administrator/Custodian.	<b>21-11-2024</b>
8	End of entire APAR process.	<b>30-11-2024</b>

**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/Reviewing, should be completed within three month time, irrespective of APAR structure, as the ESS login (Only APAR Tab) of Reporting/Reviewing 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 report/review of e-APAR.



<b>Annexure-B</b>		
<b>Time Schedule for Preparation/Completion process of e-APAR for "NE9 &amp; Above" (for Reporting of Financial year 2023-24) :-</b>		
<b>S.No</b>	<b>Task to be performed</b>	<b>Date</b>
1	Last date for Submission of <b>self-appraisal</b> (NE9 & above) to the reporting officer. <b>By concerned Non-executive</b>	<b>15.05.2024</b>
2	Last date for <b>reporting</b> of APARs and further submission to next stage. <b>By Reporting officer</b>	<b>30.06.2024</b>
3	Last date for <b>Reviewing</b> of APARs. <b>By Reviewing officer</b>	<b>31.07.2024</b>
4	<b>Disclosure</b> of APAR to Non-executive employee.	<b>The date on which APAR is reviewed** (Auto disclosed immediately after review).</b>
5	Receipt of <b>representation, if any</b> from the date of disclosure of APAR.	<b>Within 15 Days of disclosure of APAR.</b>
6	<b>Last date for Forwarding of Representation</b> by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority.	<b>15.09.2024</b>
7	<b>Time for Disposal of representation</b> by the competent authority (Off line Mode) from the date of receipt of representation.	<b>1 month</b>
8	Last date for Communication of the decision of the competent authority on the representation and its updation into the ERP Portal by the APAR Administration/Custodian.	<b>15.11.2024</b>
9	Last date for updating of <b>No Report/ No Review Certificate</b> with Un-Completed APARs by APAR Administrator/Custodian.	<b>21.11.2024</b>
10	End of entire APAR process.	<b>30.11.2024</b>

**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.