



BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
O/o Principal General Manager (Pers)
4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

No. 500-25/2015/e-APAR/Pers.-I

Dated 12.04.2017

To,

**All CGMs
BSNL Circles/Units.**

Subject: - Guidelines for filling of e-APAR through ERP-reg.

Reference:-

1. This office letter No :- 500-25/2015/e-APAR/Pers.-I dated 23.02.2017
2. This office letter No :- 500-25/2015/e-APAR/Pers.-I dated 29.03.2017
3. The Director (Staff) DOT letter No 100-20/2017-STG-I Dated 30th March 2017

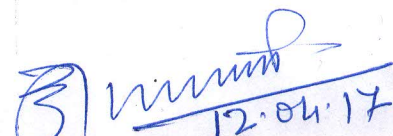
With reference to this office letter dated 23.02.2017, it was intimated that the APAR of all executives/officers (Absorbed/ unabsorbed) for year 2016-17 shall mandatory be filled through ERP w.e.f 01.04.2017 (APAR 2016-17) except those executives who have only reporting (no reviewing) and dual reporting structure.

However, DOT vide letter No 100-20/2017-STG-I Dated 27th March 2017 has intimated that they have also initiated online APAR system "SMART PERFORMANCE APPRAISAL REPORT RECORDING ONLINE WINDOW (SPARROW)" for ITS officer's w.e.f. 2016-17 and as all the cadre related activities of ITS officers are handled at staff branch in DOT, so it will be more prudent that APAR for ITS officers working in BSNL is maintained as per DOT procedures. The same has been agreed upon by the competent authority.

Accordingly competent authority has decided that all unabsorbed ITS group "A" officers working in BSNL may fill their APAR for the year 2016-17 through SPARROW as per DOT procedures.

Further the BSNL management is also requesting DoT to create separate Ids and password at circle level (territorial/non-territorial circles) for reporting and reviewing officers separately for operating their role in SPARROW.

This issue with the approval of competent authority.


12.04.17

(Thakur Singh)

Asst. General Manager (Pers-I)
BSNL CO, New Delhi

Copy to:-

1. The Director (staff) DOT for information pl
2. The CS to Director (HR) BSNL New Delhi for information Pl.