



**BIHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
Personnel Branch**

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

File No: BSNLCO-PERB/19(12)/1/2021-PERS1 dated **14.05.2021**

To,

All Heads of Telecom Circles/Metro Districts & Other Administrative Units
All GMs/PGMs of BSNL CO New Delhi
Bharat Sanchar Nigam Limited.

Subject: - Extension of timelines for processing of e-APAR (through ESS portal) for year 2020-21- regarding.

Reference:-

0. This office letter No 500-25/2018/APAR/Pers-1 Dated 17.05.2018
2. This office letter No. BSNLCO-PERB/19(12)/1/2021-PERS1 Dated 09.04.2021

The timeline for preparation and maintenance of e-APAR for year 2021 through ESS portal, was issued by this office vide letter under reference no.2, wherein 15th may 2021 is the last date of submission of self-appraisal by the officer reported upon.

Owing to the spread of Covid-19 virus, followed by lockdown in some parts of country, the competent authority has decided to extend timelines for processing of e-APAR for year 2020-21. The revised timelines shall be as specified in the **Annexure-I**.

Further, it has also been decided that the reporting and reviewing officers who have demitted office or retired from service on or after 28.02.2021 shall be allowed to record their remarks till the respective extended cut off dates as per Annexure-I.

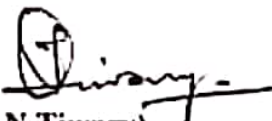
The above relaxations are applicable for year 2020-21 only and these will cease to exist for subsequent years.

This issues with approval of the competent authority.

Encl: Annexure-I

Copy to:-

The PGM (ERP) Ghaziabad for information & n/a pl.


(O.N Tiwary)
Jt. GM (Pers-SM) 14/05/21
BSNL CO, New Delhi

Annexure-1

Revised Time Schedule for Preparation/Completion of e-APAR for year 2020-21

1	<u>Submission of self-appraisal</u> to the reporting officer	30th June 2021
2	Last date for <u>reporting of APARs</u> and further submission to next stage	
	a. Only APAR Structure (PA/PS/PPS/Sr.PPS) By Reporting and reviewing officer	31st August 2021
	b. Normal APAR Structure By Reporting officer	31st July 2021
	C. Dual APAR Structure By Reporting officer -1	15th July 2021
	By Reporting officer -2	31st July 2021
3	Last date for <u>Reviewing of APARs</u>	31st August 2021
4	Last date for disclosure of APAR to Initiator	15th September 2021
5	Last date for receipt of representation, if any from the date of disclosure of APAR	15 days from date of disclosure of APAR or latest by 30th September 2021, whichever is earlier
6	Last date for forwarding of Representation by Reviewing officer to concerned APAR Administrator/Custodian for disposal by Appellate Authority	15th October 2021
7	Disposal of representation by the competent authority (Off line Mode) from the date of receipt of representation.	1 month
8	Communication of the decision of the competent authority on the representation and its updation into the ERP Portal by the APAR Administrator/Custodian.	15th November 2021
9	Last date for updating of <u>No report/ No Review Certificate</u> with incomplete APARs by APAR Administrator/Custodian.	21st November 2021
10	Completion of entire APAR process	30th November 2021

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14/05/21