

## **BHARAT SANCHAR NIGAM LIMITED**

#### **CORPORATE OFFICE**

Personnel Branch

Bharat Sanchar Bhawan, H C Mathur Lane, Janpath, New Delhi - 110001

No. 500-25/2018/e-APAR/Pers.-I

Dated 21 .01.2020

To,

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

Subject: -Revised Timelines for submission of e-APARs for year 2019-20 in lieu of VRS-2019:- reg

Reference: - This office letter No 500-25/2018/e-APAR/Pers.-I dated 08.11.2029 (Copy Enclosed)

•A large numbers of executives have opted for VRS-2019 and going to retire on 31.01.2020. Now it is of prime importance that the e-APAR activities for year 2019-20 may be completed within time limit as prescribed by DOPT.

Vide this office even letter number dated 08.11.2019, it has already been intimated that the ESS Login facility (Only APAR tab) of VR Optee executives shall remain active for one month w.e.f. the effective date of VR. Further, VRS optee executives have been asked to submit an undertaking in enclosed proforma to the effect that necessary e-APAR activities will be completed by them within one month from the effective date of VR from BSNL.

Now, in order to facilitate the smooth processing and completion of e-APAR activities of executives, the competent authority has decided that the executives whose <u>either Reporting or Reviewing authority</u> has taken voluntary retirement under VRS-2019, shall initiate/submit their Part e-APAR for year 2019-20 by 03.02.2020 positively without fail, so that same may be reported/reviewed within one month time by retiree executives.

As the completion of e-APARs is an important HR function, it is therefore requested to kindly ensure that the above activities may be completed by the concerned executives within due time.

This issues with the approval of competent authority.

(O. N. Tiwary) 21

DGM (Pers-SM) BSNL CO, New Delhi



### BHARAT SANCHAR NIGAM LIMITED CORPORATE OFFICE

#### Personnel Branch

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

No.500-25/2019/ APAR / Pers-1

dated 08.11.2019

#### ORDER

Subject: - Undertaking for Executives opting for VRS Scheme 2019:- e-APAR reg

The BSNL has introduced a VRS scheme 2019, under which a large number of executives are expected to opt for retirement under the scheme.

In order to insure completion of necessary e-APAR activities such as reporting/reviewing of e-APAR of subordinate executives by the optee executives, it has been decided by the competent authority that executive opting for retirement under VRS scheme 2019 shall submit an under taking in enclosed proforma to the effect that necessary e-APAR activities as mentioned above will be completed by them within one month from the effective date of VR from BSNL

The ESS Login facility (Only APAR tab) of VR Optee executives shall remain active for one month w.e.f. the effective date of VR.

This issues with the approval of Director (HR) BSNL Board.

(O. N. Tiwary)
DGM (Pers-SM)08

BSNL CO, New Delhi

Enclosure: - Proforma

Copy to,

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

For circulation & to ensure strict compliance.

# **Undertaking**

]		Son/daughter of
	, aged about	years, resident of
		, presently
working as	(Designation),	
posting)	(Telecom Circle), do hereby un	dertake that in the event
of acceptance of my VR req	uest under BSNL VRS 2019, w	e.f 31.01.2020,
1. I shall <u>report &amp; revi</u>	ew e-APARs of all my subordin	ates from my ESS login
within one month of t	he effective date of my voluntary	y retirement.
	•	
2. I shall complete other	er activities such as offering of	comments on APAR
representation of offic	cer reported upon etc within one r	month from the effective
date of my voluntary	retirement from BSNL.	
In the event of my failure	to complete above activities v	vithin above-mentioned
timeline, BSNL will be at I	iberty to withheld my post retire	ement facilities/services
given by BSNL.		
Dated:		
		Applicant's Signature
	Name:	
•	. HRMS	No:
	Designat	ion:
	Place of	Posting:
	76.7E E FE 76.7	