



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 22.02.2017

To,

All CGMs
BSNL Circles/Units.

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

The Management has decided to adopt the best HR practices in BSNL with ERP as its core. Accordingly, various HR modules in ERP for example: - **e-APAR, e-DPC, e-Longest stay, e-VC, e-Legal etc.** were planned to be developed.

It is heartening to convey that few of these e-initiatives (**e-APAR, e-DPC, e-VC etc.**) have already been developed and launched by the Dir (HR) BSNL Board in the recent past and put to use in BSNL.

The APAR module in ERP has been developed for e-filling of the APAR and conducting DPC online in BSNL bringing transparency and efficacy, aimed at making it time bound process thereby saving time, money and valuable human resources.

It has been decided by the competent authority to make the filling of APAR in BSNL online **w.e.f 01.04.2017.**

The following are the guidelines which needs to be adhered for successful implementation of **e-APAR/e-DPC** in BSNL.

A. General Guidelines:-

1. The APAR shall be initiated, reported, reviewed and disclosed through ESS portal, via a separate Tap (**APAR**) provided in ESS login of each executive.
2. The APAR for year 2016-17 for all group A and B executives (Absorbed/ un absorbed) **except those executives who have only reporting (no reviewing) and dual reporting structure i.e. Cadres of PA/PS who have only reporting & no reviewing structure and dual reporting structure as defined by Restructuring branch BSNL CO vide its various letters, shall be filled through ERP **w.e.f 01.04.2017 onward.****
3. The APARs for 2016-17 (part periods) which have already been initiated before 01.04.2017 need not be refilled through ERP, as one time measure. This provision will cease to exist for subsequent years.
4. The APARs for executives having only reporting/dual reporting structure shall continue to be filled in Hard copy, as per the present scenario. Although the process of making them online is under way, soon the APAR's of these cadres will also be made online.

5. The appeal shall also be made through ESS portal.
6. The provision has been made in the system for informing the concerned by SMS/ e-mail regarding flow of APAR in the system.
7. The mid period APAR (Part period APAR) shall be initiated immediately by the concerned executive, without waiting for completion of financial year on following condition:-
 - a) If, the executive himself has been transferred, or
 - b) If, the controlling officer of the executive i.e. reporting officer is transferred.Other than these two conditions, APAR shall be initiated from 1st April of the year ending financial year.
8. The time limit prescribed for writing/reporting/reviewing/ Appeal, as per the guidelines shall be maintained while processing the part period APAR.
9. The APAR's which shall initiated in mid of financial year shall be reported/ reviewed simultaneous by reporting/reviewing officers and should not be kept pending for last of the financial year.

B. Initiator (Self-appraisal writing)

1. The executive has to Generate APAR form using Subhead- **Self**, for which following data needs to be selected/Entered in ESS login.
 - a. Reporting period for which the APAR needs to be filled
 - b. Appraisal Templates (i.e. applicable APAR form),
 - Form-I (White) for Group B executives
 - Form-II (Yellow) for STS & JAG executives
 - Form-III (Green) for SAG & HAG executives
 - c. The Personal Number (HRMS No) of reporting officer as maintained in ESS for the period.
2. After Generating the APAR form, appraisal is to be filled through Self →Inbox.
3. The signed copy IPMS score card is mandatory to be uploaded before submitting the APAR to reporting officer.
4. One can also upload the scanned copy of awards/certificates etc received during the period before submitting the APAR for reporting officer.
5. The form can be saved before submitting to reporting officer, so as to see if any correction is required before its final submissions.
6. After submitting the APAR form it will reach to inbox of reporting officer with SMS alert to concerned reporting officer and no editing will be possible by the initiator after submission.

C. Reporting

1. All self-appraisal of sub ordinate staff shall appear in the APAR Tab of reporting officer under subhead :- **Reporting Officer**
2. Reporting officer will first enter the **Personal Number** of reviewing officer in "**Maintain Reviewing Officer**" Subhead. Once the Personal Number of reviewing officer is entered, the same APAR will appear in editable mode for reporting.
3. Once the reporting officer fills all the columns under reporting officer sub head, APAR can be saved before submitting same to reviewing officer, so as to see if any correction is required before final submission.
4. In case of doubtful integrity, Reporting Officer shall have to attach the document(s) establishing doubtful integrity of the employee.
5. APAR having less than 3 months period, shall be maintained as per the existing guidelines.
6. The reporting officer shall initiate the APAR form and report the APARs of those executives who have not filled the self-appraisal in due time, as per the existing guidelines.

D. Reviewing

1. All reported APAR's of sub ordinate staff shall appear in the APAR Tab of reviewing officer under subhead :- **Reviewing Officer**
2. Reviewing officer shall review the APAR's of sub ordinates.
3. Once the reviewing officer fills all the columns under sub head **reviewing officer**, the APAR can be saved before final submission, so as to see if any correction is required.

E. Disclosure

1. As soon as APAR is reviewed by the reviewing officer, same will appear in the login of initiator for disclosure. Initiator will be informed through SMS/e-mail also.
2. In case the initiator satisfy with the remarks/ grading given in APAR, he/she may submit the APAR by selecting agreed option, else APAR shall be submitted with disagreement option. In such cases the initiator has to submit the appeal against APAR remarks/ grading within 15 days of disclosure of APAR, as per existing guidelines.

F. Appeal

1. Aggrieved person may make appeal through his login and also upload the supporting documents.
2. In case if appeal could not be initiated within 15 days, the APAR grading/remarks shall be treated as final and the right for making appeal shall be seized.
3. The Appeal shall be routed through the reviewing officer. The reviewing officer shall route the appeal of an aggrieved person to the **APAR custodian/Admin** by putting his/her Personal Number, in following way

- a. **To APAR custodian/Admin at SSA**, in case appellate authority is SSA level officer i.e appellate authority is either SSA head or below SSA Head level officer.
 - b. **To APAR custodian/Admin at Circle**, if appellate authority is Circle level office i.e appellate authority is either CGM or PGM/ GM Posted at Circle office.
 - c. **To APAR custodian/Admin at Corporate office**, if appellate authority is corporate level officer i.e appellate authority is either CMD BSNL or Board of Directors or PGM/GM Posted at Corporate office.
4. The decision making process of the appeal shall be offline i.e. process of calling comments from reporting/ reviewing officer and decision of appellate authority shall be done outside ESS Portal.
 5. The decision (Grading & Remarks) of appellate authority shall be filled in the ESS portal by concerned **Administrator/ Custodian** made at each level viz SSA/Circle at BSNL CO level.
 6. The decision of appellate authority regarding (grading and remarks) shall be treated as final for intents and purposes.
 7. There is no provision of second appeal/ review appeal against decision of appellate authority as per DOP&T guidelines endorsed by this office letter No 400-106/2011-Pers-I Dated 13.07.2011.

G. Role of Administrator/ Custodian

- a) Administrator/ Custodian shall be made at SSA, Circle and BSNL CO level.
- b) Administrator/ Custodian shall be authorized to feed the details into the system. i.e making online entry into the e- APAR system of legacy period (previous year APAR) data or offline APAR data.
- c) Administrator/ Custodian shall be responsible for the settlement of all appeals cases routed to his/ her account. The appeal case shall be processed by the custodian/Administrator outside ESS and same shall be submitted to the appellate authority for decision.
- d) Administrator/ Custodian shall be authorized to upload the documents viz uploading signed reported/ reviewed APAR, when officer is transferred to other department/ on deputation etc, and also authorized for uploading judgment of appellant authority etc. into the system.
- e) Administrator/ Custodian shall be authorized for shorting out any discrepancies related to APAR, made at each level.
- f) Administrator/ Custodian shall be authorized to issue a certified copy of **system generated APAR**, on need basis.

H. APAR REPORT:

- **APAR STATUS REPORT:** There is provision to take report to track status of APAR for admin or monitoring purpose of all employees. T-code for APAR status report is "ZHR_APAR_STATUS. This report can be taken at Circle wise, SSA wise, individual employee wise and financial year wise.

- **APPELLATE REPORT:** This report produces data of those APAR cases which goes to Appellate authority. T-code for this report is “ZHR_APPELLATE_REPORT”.

APAR process manual has been uploaded on ERP help desk Portal website – **<http://10.197.216.213/> → Module → HCM → PROCESS WISE MANUALS → “APAR and DPC process User Manual”**. For any query/feedback please contact-

- Mr. D S Jadaun , DM(APAR), BSL CO (T. No- 011-23328815)
- Mr. Vijay Kumar, DM, HCM Core team (Office LL 0120-2755034)
- Mr. Pankaj Kumar , AM, HCM Core team (Office LL 0120-2755015)

For the purpose of Smooth process of e-APAR, each circle shall forward the name and HR No. of Administrator/Custodian at two levels- Circle and SSA latest by 05.03.2017, so that ERP team may assign the role of Administrator/Custodian to these designated officer latest by 15.03.2017. These designated executives may coordinate with the above mentioned executives in case of any query or clarification.

This issue with the approval of the competent authority

(4) ^{23.2.17}
(Manish Kumar)
Jt. General Manager (Personnel)
BSNL CO, New Delhi