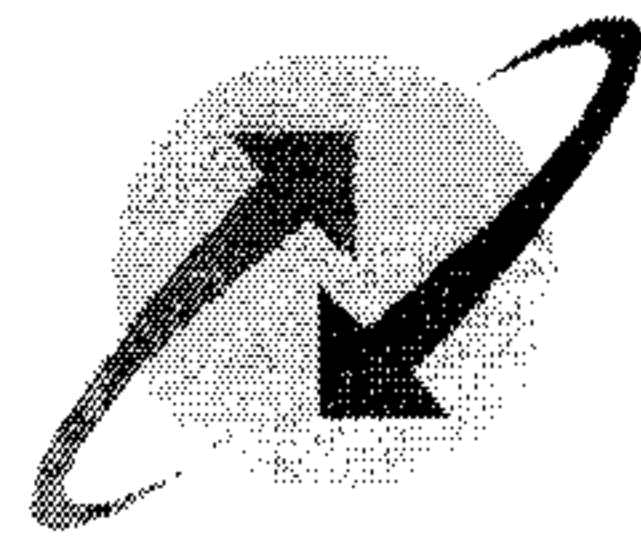


Personnel-I Section

4<sup>th</sup> Floor, BSNL Corporate Office,



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

F. No. 400-70/2010-Pers.I

dated : 12<sup>th</sup> April, 2010  
23

To,  
All Heads of Telecom Circles &  
Administrative Units of BSNL

**Subject:- Maintenance and Preparation of APAR-Communication of all entries for fairness and transparency in public administration-making necessary change in the APAR format for numerical grading - Reg.**

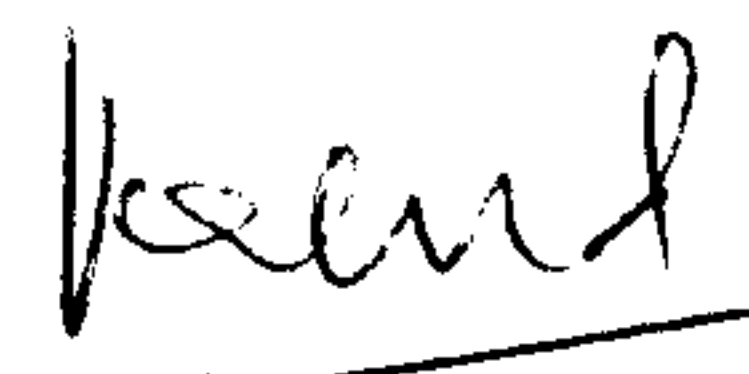
Sir,

The undersigned is directed to refer to this office letter of even no. dated 08.04.2010 on the subject cited above, wherein new formats of APARs of SAG, JAG, STS, JTS and TES Group B officers, prescribed by DOT vide letter no. CS/Adv.(HRD)/APAR/2009-10 dated 29.03.2010, and to be followed from the year 2009-10 onwards were circulated along with relevant instructions for filling up these APAR forms in respect of officers working in BSNL.

After circulation of DOT letter referred above, a no. of queries is being received from field units as to whether these forms are meant only for unabsorbed officers or they are also applicable for absorbed officers of BSNL.

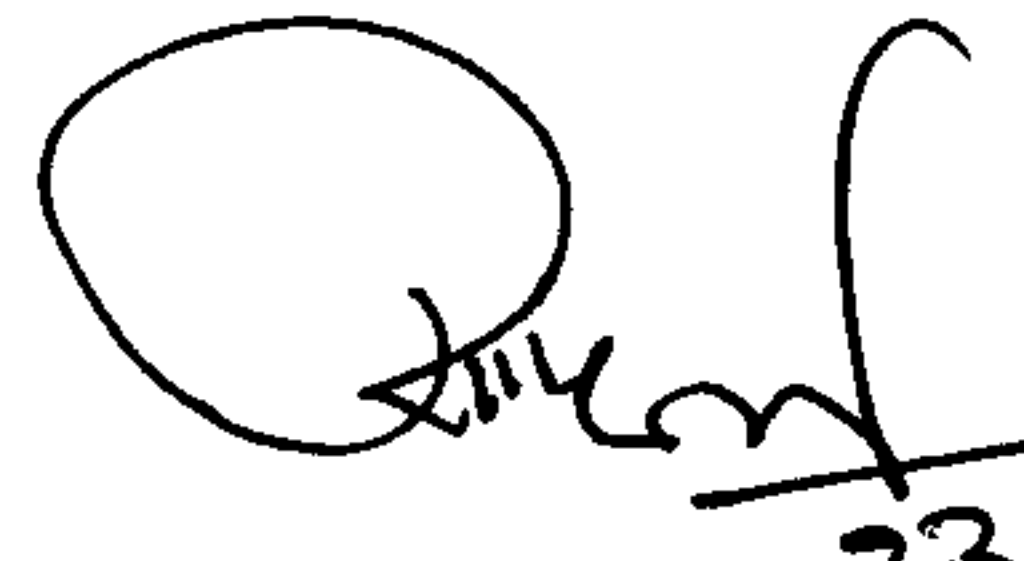
In this regard, with the approval of competent authority, it is informed that these forms and instructions are also applicable in respect of absorbed officers of BSNL, till further orders.

Further w.r.to point no. (vi) of this office letter referred above, it is clarified that these completed forms in r/o absorbed as well as unabsorbed officers may be sent to the relevant custodians of APAR as per existing instructions on the subject.

  
(Virender Prasad) 23/4/10  
Deputy General Manager (Pers.)

Copy to:-

1. PPS to CMD/All Directors.
2. ED(CN/CA/NB/Fin) BSNL CO, New Delhi
3. PGMs/GMs/DGMs BSNL CO, New Delhi.
4. GM (Restructuring) BSNL CO, New Delhi.
5. CS to Director (HR) BSNL CO, New Delhi.
6. RAjbhasha Adhikari, BSNL CO for Hindi Version.
7. O/C

  
(R.K. Verma) 23/4/10  
Assistant General Manager (Pers.-I)