# भारत संचार निगम लिमिटेड <br> (भात सरकार का उपक्रम) <br> BHARAT SANCHAR NIGAMLIMITED <br> (A Govt. of India Enterprise) 

Room No-211, $2^{\text {nd }}$ Floor, Eastern Court, Jan Path, N. Delhi-01

No: CS/DIR (Fin)/3-1/2017-18
Dated
$\frac{26.02 .2019}{28}$
To,
All Heads and IFAs of Telecom Circles/ Metro Districts/
Maintenance Regions/ Projects/Stores/ Factories/ BRBRAITT/
ALTTC \& all other administrative units.

Sub:- Timely completion and proper maintenance of APAR and communication of all entries to executives for fairness and transparency in public administrationregarding.

Kindly refer to this office letter of even No. dated 18.06 .2018 on the above mentioned subject, wherein it was requested to send Annual Performance Appraisal Reports of the Telecom Finance executives up to 2016-17 to Confidential Secretary to Director (Finance). In this connection, it is noticed that still APARs of 23 Executives up to 16-17 (as per list enclosed herewith), have not been received till date despite issuance of reminders on 19.07.2018, 03.08.2018, 23.08.2018, 31.08.2018, 10.09.2018, 26.09.2018, 18.10.2018, 02.11.2018 and 11.01.2019.

It is therefore, once again, requested to look into the matter and arrange to forward the APARs of all Telecom Finance Executives up to the period ending 31.03 .2017 duly Reported/Reviewed/Communicated and having been acknowledged by the Executives concerned to CS to Director (Finance) CO BSNL, Room Po.211, Second Floor, Eastern Court Building, Janpath, New Delhi-110001, immediately.

In case, APARs of any Executive is not available in the circle, the following information may be furnished in respect of those Executives:-
i) Whether these executives have submitted their self appraisal to the reporting officer.
ii) The name of reporting and reviewing officer of this reporting period may be intimated along with status of these officers whether in service or retired.
iii) Any action has been taken by Reporting officer in case self appraisal was not submitted by them, as per rule.
iv) What is the status of the APAR by reporting officer and who is Reviewing officer, whether he is retired or in service.

This issues with the approval of Competent Authority.


