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

No. 500-15/2014/APAR/Pers.-I

Subject – Reporting and reviewing structure for executives in BSNL- amendment of.

Reference:-

Kindly find enclose here with the amended APAR format (i.e page 6A and 7 of modified APAR), forwarded by DGM (restructuring /WS & I) vide BSNL CO New Delhi Letter No 4-2/2010-Restructuring Dated 31.03.2014, wherever second reporting authority is applicable as per amendment No 4-2/2010-Restructuring dated 19.07.2013 (Copy enclosed).

This may also brought to the notice of all concerned authorities.

This issues with the approval of competent authority.

(D.K Kalyan)
Dy. General Manager (Pers-II)
BSNL CO, New Delhi
011-23722377

Enclosure – As above
PARAT 4 A

(To be recorded by the second reporting officer, where prescribed for the officers of ITS and P & T BWS only)

1. Length of Service under the second Reporting Officer

2. Pen picture by Second Reporting Officer. Pl comment (in about 100 words) on overall qualities of the officer with reference to his/her strength & shortcoming including special achievements, if any, and comments about overall grading of the officer.

Place:

Date:

Signature

Name:

Designation:

(During the period of Report)
**REPORT**

Name of the Officer: ____________________________

Reporting Period: ____________________________

**PART 5**

1. **Remarks of the Reviewing Officer:**

Length of service under the Reviewing Officer:

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part 3, Part 4 and Part 4A (Wherever applicable)?

   Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part 3(1) and Part 4(5))

   
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

3. In case of disagreement, please specify the reasons. In there anything you wish to modify or add?

4. Pen picture by reviewing officer. Please comment (In about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.
No. 4-2/2010-Restructuring

To

All Heads of Territorial and Non-Territorial Circles
Bharat Sanchar Nigam Limited

Subject: Reporting and reviewing structure for Executives in BSNL - amendment of.

Reference is invited to the instructions issued vide this office letters of even number dated 20th September 2010 and 12th November 2010 regarding new reporting and reviewing structure for Executives in BSNL.

2. The competent authority has now approved following amendments in the reporting and reviewing structure:

<table>
<thead>
<tr>
<th>Level of Office</th>
<th>1st Reporting Officer</th>
<th>2nd Reporting Officer</th>
<th>Reviewing Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GM (F) in CFA/CM/ENT/NB Circle</td>
<td>BU Head</td>
<td>Director (F)</td>
<td>CMD</td>
</tr>
<tr>
<td>PGM/GM in NB Unit Circle</td>
<td>ED (NB)</td>
<td></td>
<td>CMD</td>
</tr>
<tr>
<td>PCE/CE (CIVIL)/CE (ELEC)/CHIEF ARCHITECT</td>
<td>CGM</td>
<td>PGM (BW)</td>
<td>CMD</td>
</tr>
<tr>
<td>PGM (ELEC)</td>
<td>CMD</td>
<td>PGM (ARCH)</td>
<td></td>
</tr>
<tr>
<td>CMD</td>
<td>CMD</td>
<td>Corporate Office</td>
<td></td>
</tr>
<tr>
<td>SSA</td>
<td>SSA Head</td>
<td>Circle IFA</td>
<td>CGM</td>
</tr>
</tbody>
</table>

3. Further necessary action may be taken accordingly.

Copy for kind information of:

1. CMD, BSNL
2. All Functional Directors, BSNL Board
3. All Executive Directors, BSNL
4. CVO, BSNL
5. DDG (Establishment), Department of Telecom
6. CS & Sr. GM (Legal)
7. All PGMs, Sr/GMs and GMs in BSNL C.O.

Date: 19th July 2013

(J.S. Khurana)
DGM (Restructuring/WS&I)