To

All Heads of Circles / Circle IFA
BSNL

Subject: Reporting/Reviewing structure for Executives in BSNL – modifications in APAR pro-forma due to introduction of 2nd Reporting officer in respect of IFA in SSA regarding

Restructuring branch, BSNL CO vide their letter No 4-2/2010 Restructuring dated 19th July, 2013 circulated the modifications in the reporting and reviewing structure earlier circulated, in respect of IFAs to SSAs, where concerned Circle IFA is equal or lower in rank to SSA Head. Various circles have approached this office for issuance of necessary guidelines, for modifications in the present APAR pro-forma, due to introduction of 2nd Reporting officer in respect of IFAs to SSAs, where Circle IFA is equal or lower in rank to SSA Head.

The matter has been examined. Since, APAR for the period 2013-14 has already become due, the undersigned is directed to enclose herewith a modified copy of the APAR pro-forma, after incorporating relevant portion for assessment by the 2nd Reporting Officer, which is to be used in respect of IFA in SSA, (where circle IFA is equal or lower in rank to SSA Head) for the year 2013-14 only, till issue of further instructions from BSNL CO.

This issues with the approval of the Competent Authority.

Encl : As above

(V K Bazaz)
Assistant General Manager (SEA)
ANNUAL PERFORMANCE APPRAISAL REPORT
For
Group ‘A’ Officers of Telecom Service,
P&T Accounts and Finance
& P&T (BWS) Service

श्रेयसी का नाम
Name of Officer : 

जन्म तिथि
Date of Birth : 

समाप्त होने वाले वर्ष/रिपोर्ट की अवधि
Report for the year /period ending : 

**PART - 1**

**PERSONAL DATA**

1. **Name of Officer:**

2. **Date of Birth (DD/MM/YYYY):**
   
3. **Date of continuous appointment to the present grade:**
   
4. **Present post and date of appointment thereto:**
   
5. **Period of absence from duty (on training leave etc.) during the year. If he has undergone training, specify.**
Name of the Officer:

सिपाही की अवधि:

Reporting Period:

PART – 2

निम्नांकित डिप्तियों का पूरी तरह से लिया जाना है उनके द्वारा भरे जाने के लिए

To be filled in by the Officer reported upon

(कृपया पूरी तरह से पहले अनुदेशों को ध्यान में पढ़ें)

(Please read carefully the instructions before filling the entries)

1. किसे गर्दे कार्यों का विवरण
   Brief description of duties

2. कार्य के जो लक्ष्य/उद्देश्य आपने स्वयं अपने लिए निर्धारित किये हों, या आपके लिए निर्धारित किये गये हों (परिणाम/भाव का अन्य रूप में) कार्य को आय-दाय प्राप्त पाश्चात्य के आधार पर बनाए और हरेक लक्ष्य की हृदय से अपनी उपलब्धि बनाएं।

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself, or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

<table>
<thead>
<tr>
<th>लक्ष्य/उद्देश्य</th>
<th>उपलब्धि</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targets/Objectives/Goals</td>
<td>Achievement</td>
</tr>
</tbody>
</table>
3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष के अनुसार संपूर्ण वार्षिक विवरण निर्धारित तारीख अथवा कैलेंडर वर्ष से उल्टी वर्ष का 31 जनवरी तक दर्ज की गई थी यदि नहीं तो दर्ज करने की तारीख दी जाए।

Please state whether the annual returns on immovable property for the preceding calendar year was filled within the prescribed date i.e 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Date:        Signature of officer reported upon
Name of the Officer: irpaoT-kI AvaiQa
Reporting Period: Baaga–3

**PART – 3**

Numerical grading is to be awarded by reporting and reviewing authority which should be on sale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

<table>
<thead>
<tr>
<th>Pratham Pitaodna Pachikari</th>
<th>Dikshiti Pitaodna Pachikari</th>
<th>Punitvikas Pachikari</th>
<th>Punitvikas Pachikari ka Aarav</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Reporting Authority</td>
<td>2nd Reporting Authority</td>
<td>(Sandas Baaga 5 ka Pita)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reviewing Authority (Refer Para 2 of Part-5)</td>
<td></td>
</tr>
</tbody>
</table>

1. Purnitvikas Akar ka Piyapadna ka mauryaMkna |
   - Accomplishment of planned work/work allotted as per subject allotted

2. Karya Nirnayna ka Kordi | Quality of output

3. Vitanpanahat Yoaptata | Analytical ability

4. Ahanwadak Karya ka Piyapadna/kiyapna Gae Ayanvayen Karya | Accomplishment of exceptional work/unforeseen tasks performed

5. Nityan Karya par Karta Tilakar Piyapadna | Overall Grading on ‘Work Output’

(B) Assessment of personnel attributes (weightage to this Section would be 30%)

<table>
<thead>
<tr>
<th>Pratham Pitaodna Pachikari</th>
<th>Dikshiti Pitaodna Pachikari</th>
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<td></td>
<td>Reviewing Authority (Refer Para 2 of Part-5)</td>
<td></td>
</tr>
</tbody>
</table>

1. Karya ka Aamrutvani | Attitude to work

2. Ummerari ka Bap | Sense of responsibility

3. Ahanwadak ka Aamarjan | Maintenance of Discipline

4. Geypan khatana | Communication skills

5. Nesterup Guna | Leadership qualities

6. Dna ka Manava me Karya Karate ki Kramata | Capacity to work in team spirit

7. Samaj Parijata ka Anusura Karya ki Kramata | Capacity to adhere to time-schedule

8. Praspar Vyakhyata sans | Inter-personal relations

9. Samaj Danwar Evan Vyakhyata | Overall bearing and personality

Vyakhyata Vipanapam & Kar Karta Tilakar Aarnakar Piyapadna | Overall Grading on ‘Personal Attributes’
<table>
<thead>
<tr>
<th>Name of the Officer:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Period:</td>
<td></td>
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</tbody>
</table>

(C) Assessment of functional competency (weightage to this Section would be 30%)

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>1st Reporting Authority</th>
<th>2nd Reporting Authority</th>
<th>Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial of Reviewing Authority</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly

   - Strategic planning ability

   - Decision making ability

   - Coordination ability

   - Ability to motivate and develop subordinates

   - Initiative

Overall Grading on 'Functional Competency'

PART - 4

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capability of the Officer)
3. **State of Health**

4. **Integrity**

(Please comment on the integrity of the Officer)

5. **Pen Picture by Reporting Officer** (in about 100 words) on the overall qualities of the office including area of strengths and lesser strength, extraordinary achievements, significant failures (ref. 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report

**Signature of the 1st Reporting Officer**

**Name in Block Letters:**

**Place:**

**Designation:**

**Date:**

**During the period of Report:**
PART – 4 -A
GENERAL

1. जनता के साथ सामग्री (जहाँ भी प्रयोज्य)
   Relations with the public (wherever applicable)
   (जनता की आवश्यकताओं का उल्लेख या ऐसे अधिकारी तक अभियंता पर क्रुद्ध टिप्पणी दें)
   (Please comment on the Officer’s accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण
   Training
   (क्रुद्ध अधिकारी की प्रभाविता एवं कार्य अन्वेषण ने और अधिक यथार्थ और कृतित करने की जरूरत वेतन के लिए सिफारिश करे)
   (Please give recommendations for training with a view to further improving the effectiveness and capability of the Officer)

3. स्वास्थ्य की स्थिति
   State of Health

4. स्वच्छता
   Integrity
   (क्रुद्ध अधिकारी की स्वच्छता पर टिप्पणी दें)
   (Please comment on the integrity of the Officer)

5. प्रशिक्षण अधिकारी द्वारा अधिकारी की समस्त विवेचनाओं की तत्काल (लगभग 100 अंकों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (ल छद्म: पाठ 2 का 3(3) एवं 3(4) एवं सुंदर वर्णों के झटक अभिव्यक्ति आमल हो।
   Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the office including area of strengths and lesser strength, extraordinary achievements, significant failures (ref. 3(A) & 3(B) of Part-2) and attitude towards weaker sections.
6. परिवेशन के भाग 3 के यंद अ. व तथा स में दिए गए भारांक के आधार पर कुल मिलाकर संश्लेषणक वर्गीकरण
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report

<table>
<thead>
<tr>
<th>स्थानः</th>
<th>Name in Block Letters:</th>
</tr>
</thead>
<tbody>
<tr>
<td>प्लेसः</td>
<td>Name in Block Letters:</td>
</tr>
<tr>
<td>दिनांकः</td>
<td>Date:</td>
</tr>
<tr>
<td>वैधकः</td>
<td>During the period of Report:</td>
</tr>
</tbody>
</table>
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? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. Part-3(A)(iv) and Part-4(5))

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

4. Pen Picture by Reviewing Officer. Please comment (in about 100 works) on the overall qualities of the officer including area and lesser strength and his attitude towards weaker sections.
5. प्रिवेंदन के भाग 3 के भाग अ, भाग ब, भाग ग ने दिए गए भांगूं के आधार पर कुल मिलाकर संयोजक तर्कालय

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

CERTIFICATE

(To be filled up by the Incharge entrusted with the responsibility of maintenance of Circle copy of APAR in the Field unit/Circle/Distt.)

This is to certify that the APAR (earlier ACR) for the period __________________ has been disclosed to the officer reported upon and all actions in compliance to the DOP&T O.M. No. 21011/1/2005-Estt. (A) (Pt.III) dated 14th May, 2009 in connection with the Annual Performance Appraisal Report of the officer have been completed.

Signature of the Incharge entrusted with the responsibility of maintenance of APAR in the Field unit/Circle/Distt.

Name of the officer: ______________________________

Designation: ______________________________

Office: ______________________________

(Note: It must be ensured that while sending the DOT copy of APAR, this certificate must be duly filled up. In the absence of this certificate the APAR will not be accepted by DOT).

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Guidelines regarding filling up of APAR with numerical grading

(i) The columns in the APAR should be filled in with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv) APARs graded between 6 and 8 short of 8 will be rated as “Very Good” and will be given a score of 7.

(v) APARs graded between 4 and 6 short of 6 will be rated as “Good” and will be given a score of 5.

(vi) APARs graded below 4 will be given a score of “Zero”.

Guidelines regarding the colour scheme to be used by different grades of Officers in DOT while filling up their APAR form.

(1) Green - SAG Level & above

(2) Yellow - JTS, STS & JAG

(3) White - Gr. ‘B’