

## Annexure-I

### General Guidelines for completion of pending APARs are as under

1. The cases for attaching No report/review certificate shall be processed by concerned **APAR Administrator/custodian**. ( *Pl refer table below for details of Custodian*)
2. Approval for attaching No report/review certificate shall be taken from the **Competent Authority**. ( *Pl refer table below for details of competent authority*)
3. For each uncompleted e- APAR, a certificate mentioning the details of the then reporting /reviewing officers as the case may be should be issued with the signature of the authority (**Issuing Authority**) not below the rank of GM. ( *Pl refer table below for details of Issuing authority*)
4. Details of the No report/review certificate shall be uploaded in ERP Portal by concerned APAR custodian. . ( *Pl refer table below for details of Custodian*)
5. The duly signed copy for No report/review certificate shall be kept in office record and copy of same shall be forwarded to CS to Director (HR) BSNL Janpath New Delhi for information.
6. (a) For executive who got transferred to new place, the case of No Report/Review certificate shall be processed & certificate shall be issued by the old unit/Circle where the executive was actually posted during the APAR period.
6. (b) As the jurisdiction of APARs of transferred executive is now with the new custodian therefore, the concerned (New) custodian shall upload the No Report/Review certificate details into ERP Portal based on the certificate issued by the old unit.

### **Details of the Custodian, Issuing Authority & Competent Authority for issuing No Report and Review Certificates.**

<b>Unit</b>	<b>APAR period for which</b>	<b>APAR custodian</b>	<b>Certificate issuing Authority</b>	<b>Competent authority</b>
SSA/Business Area	the then reviewing officer is posted at SSA/Business Area	Custodian at SSA/Business Area	Concerned SSA/Business Area Head	Concerned SSA/Business Area Head
Circle Office	the then reviewing officer is posted at Circle	Circle Custodian	PGM/GM(HR/Admin) Circle office	Concerned Circle Head
Corporate Office	the then reviewing officer is posted at corporate office	CS to Director (HR) BSNL	PGM/GM(Pers.) BSNL CO New Delhi	Director (HR) BSNL Board

#### **Note:-**

- For executives of Civil/Electrical & Architecture wings, the No Report/Review Certificate shall be issued by the concerned (Telecom) SSA/Business Head/ Circle Head Or PGM/GM (Pers.) BSNL CO as the case may be.