

**Personnel Section**  
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**भारत संचार निगम लिमिटेड**  
(भारत सरकार का उपक्रम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

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**No.500-15/2016/ APAR / Pers-1**

**dated 22.04.2016**

**To,**

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

**Subject: - Clarifications regarding writing of APAR.**

**Reference: -** This office letter 500-15/2014/APAR/Pers-I Dated 14.03.2016

Quarries have been received from circles on following issues

**Issue-I**

An officer working on look after arrangement on higher post will fill which APAR form i.e. the APAR form corresponding to his substantive grade he/she actually belongs to, or the APAR forms corresponding to the post he/she is working on look after arrangement.

**Issue-II**

Detailed guidelines for reporting/reviewing of APAR in case first / Second reporting officer or reviewing officer transferred in mid of year.

The issued have been examined in detail and now **following are clarified**

**Issue-I**

The APAR forms i.e. Form-I (White), II (Yellow) and III (Green) are designed on the basis of grades only. The form-I is filled by Group B officer, Form-II by JTS, STS, JAG officers. Similarly Form-III is filled by SAG and HAG officers. An incumbent who is working in substantive grade can fill the APAR form as per the grade he/she actually belongs to.

A look after arrangement for higher post is given on purely temporary basis, therefore an incumbent working on look after arrangement should fill the APAR form corresponding to the substantive grade he/she actually belongs to.

**Issue-II**

The guidelines for reporting/reviewing of APAR for executives, for which second reporting is applicable, in case if, first reporting/ Second reporting or reviewing officer transferred in mid of year.

