



No. Misc/APAR/Guidelines/2013

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To

The PCE(C)/CE(C)/GM(L&B)/CE(Arb-L&B)

BSNL

**Subject: Writing of APAR's - Objectivity in confidential reports and assessment at more than one level regarding.**

During the evaluation of APARs by the CPC, at times it is seen that the APARs of technical executives (JTOs & above) have been reported and reviewed by the same officer which is adversely commented upon. Discussion of this issue with the concerned officers revealed that it was done for the reason that the reporting officer was holding the additional charge of the higher post. The similar problem has also been reported upon while feeding ACR data of previous years in HRMS package, wherein assessment by two different officers is necessary. This problem was caused because SE(C) of the circle being the immediate superior of SDE(P&D) working in Civil Circles assessed the APAR as reporting as well as reviewing officer.

2. The standing instructions on the above subject with regard to filling up of APARs are reiterated as under:

***"In order to minimize the operation of the subjective human element and of conscious or unconscious bias, the confidential report of every employee should contain the assessment of more than one officer except in case where there is only one supervisory level above the officer reported upon. The confidential report should be written by the immediate superior and should be submitted by the reporting officer to his own superior".***

3. Assessment at two levels is a built-in corrective mechanism assuring more objectivity and is particularly necessary in regard to adverse remarks where the opinion of higher officer shall be construed as the correct assessment. Therefore it is enjoined upon all concerned to follow the above instructions scrupulously. It may be noted that in case of non-compliance, suitable entries shall be made in the APARs of the erring executives.
4. Any corrective action on the above lines, if possible at this stage, may be taken.

  
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