



महानगर टेलीफोन निगम लिमिटेड, मुंबई.



MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI.

कार्यकारी निदेशक का कार्यालय

OFFICE OF THE EXECUTIVE DIRECTOR

टेलीफोन हाऊस, 14वीं मंजिल, व्ही.एस.मार्ग, दादर (पश्चिम), मुंबई - 400 028.

TELEPHONE HOUSE, 14TH FLR, V.S.MARG, DADAR (W), MUMBAI - 400 028.

NO.ST/AGM(DPC)/CR Correspondence/10-11/17

Date : 02-08-2010

To,

All General Managers/CE(BW)/CE(Elect.)

MTNL, Mumbai.

Sub: Annual Performance Appraisal Report-Communication of all entries for fairness and transparency-certificate regarding.

Ref : i) C.O. letter MTNL/CO/Pers/APDH/2010/557 dtd 19.04.2010

ii) ST/AGM(DPC)/Prom.Policy/Exec.Upgradation/CR Corress./09-10 dtd 09.07.2009

After APAR is completed by Reporting Officer as well as Reviewing Officer, full APAR including overall grading and assessment of integrity to be communicated to concerned official/officer by Reviewing Officer with effect from Reporting period 2008-09. In case of Personal Staff (Telecom Secretarial Asstt./Sr.Telecom Secretarial/Telecom Secretarial Officer), communication of APAR entries to be made by Reporting Officer. After the disclosure of APAR, reported official/officer can make representation, if any, within 15 days. Reviewing officers are requested to give the certificate after following guidelines of O.M. dtd 14.05.2009.

Further it is requested that while sending APARs to DPC for promotion/CR Cells, APAR of each official/officer should include a certificate in following format.

In the absence of the certificate APARs will not be accepted by DPC office/CR Cells.

This issues with the approval of competent authority.

Asst. General Manager(DPC)
MTNL Mumbai

ACKNOWLEDGEMENT

Date :

This is to acknowledge that I have seen my APAR grading and other entries made by reporting/reviewing officer for the period _____ to _____

Signature :

Name:

CERTIFICATE

This is to certify that this APAR (earlier ACR) for the period _____ to _____ has been disclosed to Shri _____ St.No. _____, 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 Reviewing Officer

Name of the Officer _____