A) Training course on APAR for executives (Annual Performance Appraisal Review):

1.Submission, Reporting, Review & Appraisal of APAR of all staff working in BSNL is one of the most significant activities at all levels in BSNL as well this is the important document having major contribution in an employee carrier (viz., time-bound scales, promotions, awards, etc.). APAR process is one that is to be completed in the prescribed time schedules with sufficient attention & due care.

In case of executives, they need to submit their own APAR as well to take care to complete the APAR formalities i.e. writing & review of non-executives/executive staff working under them. In recent past, IPMS is included as a part of executive APAR. As well on-line APAR process through ERP is being introduced in BSNL. Keeping all in view, for improving & sensitizing the APAR process, management has decided to impart an in-service training to all executives of BSNL.

Target population: All executives up to DGM level.

Action point by CGM (ALTTC), Ghaziabad:
A suitable course module is to be prepared **before 31st March 2017**. The duration of the course may be decided accordingly. The BSNL units/telecom circles / regions / projects may be advised to send all concerned executives working under them for above training **w.e.f 1st April 2017**.

2. Digital Literacy Training to Non-Executives:

To enable BSNL staff who never got exposed to IT environment (working on computers, using internet, mail correspondence, etc.) management has decided to impart "digital literacy training" to non-executives (i.e. Telecom Technicians, Asst. Telecom Technicians, etc. excluding JEs). In Digital India initiatives of GOI, it is imperative to train our non-executives for appearing on-line examination, writing self appraisal in ERP etc.

Target population: Non-executives (Gr. D to up to TM level)
Action point by CGM (BRBRAITT), Jabalpur:
A suitable training module is to be made ready **before 31st March 2017** and to be scheduled **w.e.f 1st April 2017**, so that all such non-executives in BSNL will be covered. All the BSNL units/circles needs to identify such staff and to project requirement to concerned training centers for scheduling the same as well to arrange Train the Trainer programs as deemed fit.

3. Digital Payments familiarization training:
Further, as per directions of DPE all the employees of CPSEs (including contract employees & casual workers) may be familiarized with various digital modes of transactions for their day to day personal transactions (details available in NITI Aayog's website at URL http://niti.gov.in/content/digital-payments)

Target Population: All Technical/Financial executives specially working in Customer Service Centers (except those who are already training/well versed with digital payments)

Action point by CGM (NATFM):
A suitable training course is to be prepared before **31st March 2017** so as to start this course **w.e.f 1st April 2017**.

B) Business Ethics module:
A new module on "Business Ethics" was prepared by GM (Rectt & Trg) and delivered to JTO/JAO Induction training on pilot basis and basing on the feedback received; it is decided to include this session/module in induction training programs of JTO, JAO and JE. The copy of the module (PPT form) is available with ALTTC, Ghaziabad.

All courses are to be reflected in training portal for management review time to time. (Course names are to be uniquely named across all training centers as "Training course on APAR for executives", "Digital Literacy training to non-executives" and "Digital Payment familiarization course").

No.35-1/2017-Trg   24th January 2017

SUB: Development & Conduction of new in-services courses on APAR, Digital Literacy, Digital Payments and Business Ethics module in Induction Training of JTO/JAO & JE cadre.

CMD BSNL has approved to develop three (3) new in-service courses and inclusion of one module "Business Ethics" in the induction training of JTO/JAO and JE as follows:

A. In-service Training Courses:
      i). Training Course on APAR for executives (Annual Performance Appraisal Review).
      ii). Digital Literacy for non-executives.
      iii). Digital Payments Familiarization.

B. Module to be included in Induction Training for JTO/JAO & JE Cadre:
i). Business Ethics

2. The course modules may kindly be developed in due course of time for above mentioned in-service training /module as per the details given in the enclosure, so as to start these courses /module as per the time lines mentioned therein.

3. It is requested to kindly send the outline of the courses with the 'duration' on or before 15/02/2017.

(O. P Bansal)
Deputy General Manager (Trg/IR)

Encl: as above

To:
 CGMs of Apex level Training Centers (ALTTC GZB/BRBRAITT JBP/ NATFM HYD)

Copy for information Please:

   1. CMD/Dir (HR) BSNL CO, New Delhi.