



OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS

CUSTOM HOUSE:: PORT AREA :: VISAKHAPATNAM- 35

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F.NO.S17/01/2016-Estt

Dated: 02.08.2016

CIRCULAR

Subject: Timely preparation and proper maintenance of APARs --- req.

Department of Revenue has issued many Office Memorandums on the above mentioned subject in compliance of DOPTs instructions/guidelines emphasizing from time to time the need to complete the Annual Performance Appraisal Reports (APARs) of all classes of employees in time for smooth consideration of cases pertaining to conformation, promotion, deputation to ex-cadre posts etc. However, it has been observed that a large number of officers have not been following the prescribed time schedule reiterated by the Department from time to time. It is informed that all officers are equally responsible for adhering to the APAR schedule prescribed by the Department of Personnel and Training vide their OM No. 21011/01/2005- Estt. (A) (Pt-II) dated 23rd July, 2009 (Annexure – III) & OM No. 21011/02/2009- Estt. (A) Dated 16.02.2009. Non adherence to time schedule shall attract disciplinary proceedings against the defaulting officer/ official.

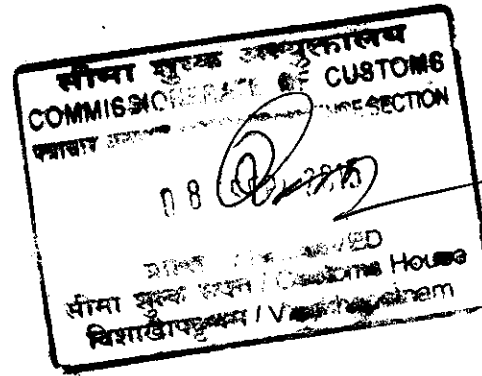
In view of the above, all the officers are directed to comply with the instructions/guidelines and complete the Annual Performance Appraisal Reports (APARS) by strictly adhering to the time schedule prescribed.

For any clarification, please refer to the Office Memorandum issued by the Department of Revenue (Per/Hq section) Vide F.NO : 50050/4/2014-Per/hq Dt 04.04.2014, 07.05.2014, 02.07.2014 & DOPT OM NO: 21011/02/2009-Estt (A) Dt 16.02.2009, DGHRD Letter F.NO: 8/B/247/HRD(HRM)/APAR/2015 Dt 03.09.2015 (Copies Enclosed).


(SUDHAKAR MISHRA)

ADDITIONAL COMMISSIONER

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2
2804
A.C. (S.M.)



Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resources Development
409/8, Deepshikha Building,
Rajendra Place, New Delhi - 110008

F.No. 8/B/247/HRD (HRM)/APAR/2015

Dated: 03.09.2015

To

- The Principal Chief Commissioners/Chief Commissioners (All),
- The Principal Director Generals/ Directors General (All),
- The Commissioners I/C of Directorates (All),
- The Principal /Commissioners, Settlement Commission (All),
- The Chief Controller of Factories, Gwalior,
- The Narcotics Commissioner, Gwalior,

Sir,

Subject: Timely preparation and proper maintenance of APARs - reg.

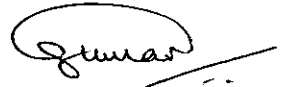
Timely preparation of APARs is fundamental to timely promotion, deputation to Ex. Cadre posts etc. and from time to time, instructions have been issued to follow the time schedule prescribed for completion of APARs/ACRs strictly.

2. Department of Revenue vide Office Memorandum F.No.50050/4/2014-Per/Hq dated 04.04.2014, 07.05.2014 and 02.07.2014 (copies enclosed) also stipulate that after the expiry of the first week, if self-appraisal is not received by that time; the Reporting Officer should take it upon himself to remind the officer to be reported upon to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the officer to be reported upon fails to submit the self appraisal by the stipulated date, the report will be written without self-appraisal.
3. Similarly, DOP&T's O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009 prescribes that in case the APAR is not initiated by the Reporting Officer for any reason beyond the 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APARs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer

shall also forfeit his right to enter any remarks in the APAR beyond 31st August of the year in which the financial year ended.

4. Thus, it is primarily the responsibility of the Reporting and Reviewing Officers to initiate and complete the APARs in case the resume is not submitted by the officer within the stipulated time. All the officers working under your charge may be asked to strictly follow the time schedule for writing /reviewing the APARs.

Yours faithfully,



(Balesh Kumar)

Additional Director General (HRM)

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No. 21011/02/2009-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated the 16th February, 2009

OFFICE MEMORANDUM

Subject:- Timely preparation and proper maintenance of ACRs.

The undersigned is directed to say that this Department has been emphasizing from time to time the need to complete the Annual Confidential Reports of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to ex-cadre posts, etc. A time schedule was prescribed for various stages in the matter of writing of Confidential Reports in this Department's O.M. No. 35014/4/83-Estt.(A) dated 23.9.1985. The writing of ACR is a public trust and responsibility. All Ministries/Departments are again requested to ensure that the time schedule for preparation of Confidential Reports and other instructions as laid down in this Department's O.M. dated 23.9.1985 are followed to ensure that ACRs are completed in time.

2. As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of ACRs for the relevant period, the matter of timely completion of ACRs was further reviewed in this Department and it has been found necessary to prescribe a time limit after which the Reporting/Reviewing Officer shall forfeit his right to record the ACR. It has been decided that while the time-limits prescribed in the aforesaid O.M. dated 23.9.1985 should be adhered to as far as possible, in case the ACR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR of the officer to be reported upon and he shall submit all ACRs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31st August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting/Reviewing Officers, also annex the schedule of dates as enclosed herewith. It shall also bring to the notice of the Secretary concerned in the case of Ministry/Department and the Head of the organization in the case of attached and subordinate offices, the names of those Group A and B Reporting Officers and Group A Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate/review the ACRs even by 30th June or 31st August as the case may be. The Secretary in the Department/Head of the organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

Contd.2/-

3. In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in para 2 above, a certificate to this effect shall be added in his ACR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

4. All the Ministries/Departments are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of ACRs. These instructions shall be applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organisation in the case of attached/subordinate offices and the Joint Secretary concerned in the Ministries/Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required 'No Report Certificate' for valid reasons.

5. Hindi version will follow.


(C.A. Subramanian)
Director

To
All Ministries/Departments of Govt. of India

Copy to:

- 1) Comptroller & Auditor General of India, New Delhi
- 2) Union Public Service Commission
- 3) Central Vigilance Commission, New Delhi
- 4) Central Bureau of Investigation, New Delhi
- 5) Lok Sabha/Rajya Sabha Secretariat
- 6) All attached and subordinate offices of the Ministry of Personnel, PG and Pensions
- 7) All officers and sections in the Ministry of Personnel, PG and Pension
- 8) NIC (DoP&T) for placing this Office Memorandum on the web-site of DoP&T
- 9) Hindi Section for Hindi version of the O.M.

Cond.3/-

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write for...
also for...
2/7

No. 50050/4/2014-Per/Hq
GOVERNMENT OF INDIA
Ministry of Finance
Department of Revenue
(Per/Hq Section)

JS (Adm)

North Block, New Delhi

Dated the 2nd July, 2014

~~DD (Per)~~ Imp.
Immediate Circulation

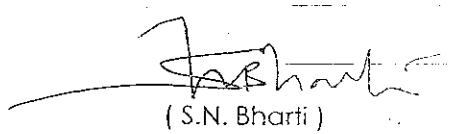
OFFICE MEMORANDUM

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10/7/14

Subject: Timely preparation and proper maintenance of APARs - regarding

The undersigned is directed to refer to Department of Revenue's O.M. of even No. dated 4th April, 2014 and O.M. of even No. dated 07.05.2014 on the subject mentioned above (copies enclosed) and to say that as per para (v) of the O.M. dated 4.4.2014, in case the APAR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APARs held by them for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the AP/AR beyond 31st August of the year in which the financial year ended.

2. All Reviewing Officers in the two Boards i.e. CBDT and CBEC are requested to complete all APARs and send to CR Section/Accepting Authority wherever provided by 31st July.



(S.N. Bharti)
Under Secretary to the Govt. of India
Tele. 23095578

To

- (i) Chairman, CBDT/CBEC
- (ii) Member (P&V), CBDT/CBEC for ensuring the compliance from all field formation units.
- (iii) **Mr. Munish Kumar Gupta**, Addl. Director of Income-tax I, A.R.A Centre Jhandewalan Extension, New Delhi-110055 with the request to upload the above instructions on the official website of CBDT, Department of Revenue for its wide circulation.
- (iv) Ms. Ashima Bansal, Addl. Director, Directorate General of Systems and Data Management, CBEC, Samrat Hotel, New Delhi, with the request to upload the above instructions on the official website of CBEC, Department of Revenue for its wide circulation.
- (v) US (DT/Pers.), CBDT/US (EC/Per)/ CBEC for wide circulation of instructions as above amongst the field offices of the respective Boards.
- (vi) US (Coor.), Department of Revenue with the request to circulate the above said O.M. in the Department for necessary compliance by all concerned.

Copy for information to :-

PS to Secretary (Revenue), North Block, New Delhi.

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No. 50050/4/2014-Per/Hq
GOVERNMENT OF INDIA
Ministry of Finance
Department of Revenue
(Per/Hq Section)

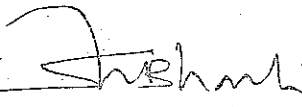
North Block, New Delhi
Dated the 7th May, 2014

OFFICE MEMORANDUM

Subject: Timely completion and proper maintenance of APARs – regarding

The undersigned is directed to refer to Department of Revenue's O.M. of even No. dated 4th April, 2014 on the subject mentioned above and to say that as the deadline for submission of self-appraisal to the concerned Reporting officer by the officer to be reported upon i.e. 15th April has already been over, as per the instructions contained in para 3 (iv) of the above stated OM, it is the responsibility of the Reporting Officer to initiate the APAR for the period 2013-14 in all such cases wherein the officer(s) to be reported upon have failed to submit their self-appraisal within the prescribed time limit. While doing so, the Reporting Officer can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

2: All concerned Officers in the two Boards i.e. CBDT and CBEC are requested to ensure the compliance of the instructions as above in addition to what DOP&T has issued from time to time in the subject matter.


(S.N. Bharti)

Under Secretary to the Govt. of India
Tele. 23095578

To

- (i) Chairman, CBDT/CBEC/All Members in CBDT and CBEC
- (ii) Member (P&V), CBDT/CBEC for ensuring the compliance from all field formation units.
- (iii) Mr. Munish Kumar Gupta, Addl. Director of Income-tax I, A.R.A Centre Jhandewalan Extension, New Delhi-110055 with the request to upload the above instructions on the official website of CBDT, Department of Revenue for its wide circulation.
- (iv) Ms. Ashima Bansal, Addl. Director, Directorate General of Systems and Data Management, CBEC, Samrat Hotel, New Delhi, with the request to upload the above instructions on the official website of CBEC, Department of Revenue for its wide circulation.
- (v) US (DT/Pers.), CBDT/US (EC/Per)/ CBEC for wide circulation of instructions as above amongst the field offices of the respective Boards.

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MPS
7.5.14

No. 50050/4/2014-Per/Hq
Government of India
Department of Revenue
(Per/Hqr Section)

North Block, New Delhi
Dated the 4th April, 2014

OFFICE MEMORANDUM

Subject :- Timely preparation and proper maintenance of APARs ---reg.

The undersigned is directed to say that this Department in compliance of DOP&T's instructions/guidelines as conveyed vide their O.M. No. 21011/01/2005-Estt.(A) (Pt.-II) dated 23rd July, 2009 & O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009 on the above mentioned subject has been emphasizing from time to time the need to complete the Annual Performance Appraisal Reports (APARs) of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to ex-cadre posts, etc. However, in the recent past, it has been observed that a large number of officers have not been following the prescribed time schedule reiterated by the Department from time to time. The writing of APAR is a public trust and responsibility as the APAR provides the basic and vital inputs for assessing the performance of an officer and his advancement in his career as also to serve the data for judging his comparative merits when question arises of confirmation, promotion, selection etc. The non-adherence of the prescribed time schedule thus forfeits this basic objective.

2. It has also been observed that in some cases APARs of officers contain discrepancies and are written/submitted without following the instructions/guidelines issued by the DOP&T. Such incomplete and inaccurate APARs are resulting in unwanted delays in completion of APARs of the officer concerned.

3. In order to have strict compliance of DOPT's O.M. No. 21011/01/2005-Estt.(A) (Pt.-II) dated 23rd July, 2009 & O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009, the existing practice of completion of APARs have been reviewed and the guidelines/instructions as under have been devised to avoid unnecessary delay and facilitate proper maintenance of APARs:-

- i) All APARs should be initiated and move at all levels through a Movement Register to be maintained by the concerned Administration. Submission of APARs by hand or personally is to be strictly discouraged.
- ii) Each APAR shall have a unique serial number to avoid any duplication and subsequent submission of APAR after due date.

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- iii) All officers are equally responsible for adhering to the APAR schedule prescribed by the Department of Personnel and Training vide their O.M. No. 21011/01/2005-Estt.(A) (Pt-II) dated 23rd July, 2009 (Annexure- III) & O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009. Non adherence to time schedule shall attract disciplinary proceedings against the defaulting officer/official.
- iv) As per DOP&T's O.M. NO. 35014/4/83-Estt.(A) dated 23rd September, 1985, the Reporting Officer should not wait till the expiry of the time-limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time; the reporting officer should take it upon himself to remind the officer to be reported upon to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the officer to be reported upon fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated date, the Reporting Officer can obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time. When the Reporting Officer completes his part of the report and submits the report to the Reviewing Officer for review, it shall be the duty of the Reviewing Officer to forward the complete APAR to the APAR Cell so as to reach them on or before the stipulated time.
- v) As per DOP&T' O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009, In case the APAR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APARs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond 31st August of the year in which the financial year ended.
- vi) All officers shall have to issue a certificate that he/she has submitted/reported/reviewed the APAR of his/her/ own/ subordinates as per the prescribed time-schedule and forward the same to the concerned administration/custodian of the APAR as per Annexure - 1.

(O.M. No. 21011/01/2005-Estt (A) (P-I))
dt. 23.07.2009

Annexure-III

Time schedule for preparation/completion of APAR
(Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (a) where there is accepting authority for APAR	21 st September 05 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November