



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
CUSTOM HOUSE:: PORT AREA :: VISAKHAPATNAM- 35
[PHONE :(0891)2564552: FAX: (0891)2562613]**

F.NO: C7/01/2016 -Estt

Date: 06.03.2017

Circular

Sub: Timely Completion of APARs -Reg.

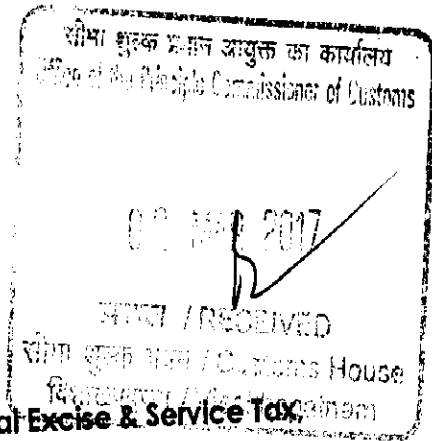
Please refer to the following letters/ instructions on the captioned subject issued by DGHRD, New Delhi, which are uploaded in the Visakhapatnam Custom House Website.

1. DGHRD letter F.No: 8/B/65/HRD (HRM)/APAR/Missing APAR/2015 Dated 28.02.2017
2. DGHRD Instruction vide F.No: 8/B/65/HRD (HRM)/APAR/Missing APAR/2015/2429 Dated 28.02.2017
3. DGHRD Instruction vide F.No: 8/B/65/HRD (HRM)/APAR/Missing APAR/2015 /1349-1409 Dated 19.04.2016
4. DGHRD Instruction vide F.No: 8/B/65/HRD (HRM)/APAR/Missing APAR/2015 Dated 18.03.2016

All the officers / staff are directed to comply with the above guidelines/ instructions, scrupulously.


(SUDHAKAR MISHRA)
Addl. Commissioner.

1. PA to Commissioner,
2. PA to Addl Commissioner
3. All DC/ACs
4. .Supdt (EDI) – With a request to upload on the Visakhapatnam Custom House Website
5. Notice Board.
6. All the Section Heads – to instruct all the officers/ staff under their charge to strictly adhere to the guidelines/ instructions.



Office of the Chief Commissioner of Customs, Central Excise & Service Tax
Visakhapatnam Zone
New Central Excise Building: Port Area: Visakhapatnam - 530 035
Ph.: 0891 - 2712739
ccu-cexvzg@nic.in
FAX. 0891 - 2561942
estt.ccovz-cbec@gov.in
Dated: 28.02.2017

C.No. II/09/01/2014-CC (VZ)Estt.

To
 The Commissioner of Central Excise,
 Visakhapatnam / Kakinada / Guntur / Tirupati / Nellore Commissionerates.

The Commissioner of Customs,
 CH, Visakhapatnam / CPC, Vijayawada.

The Commissioner (Audit)
 Visakhapatnam.

Sir,

Sub.: Estt(CCO) - Timely completion of APARs - Regarding.

* * *

Please find enclosed copy of DGHRD's letter F.No. 8/B/65/HRD(HRM)/APAR/Missing APAR/2015 Dated. 20.02.2017 on the above subject.

2. Forwarded for information and strict compliance please.

Encl.: As above.

Yours faithfully,

S. Raghuram 01/3/17

(S. RAGHURAM)
 Assistant Commissioner(CCO)

Dr. J. Srinivasulu Reddy
Deputy Commissioner
CH, Visakhapatnam
28/2/17
Ac (Estt)

SSD
AK
SMA

A discuss
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time/extent
check



27 FEB 2017
VISA KHAPATNA

Directorate General of Human Resources Development
Central Board of Excise & Customs,
Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor,
Bhai Vir Singh Marg, Gole Market,
New Delhi-110 001

F.No.8/B/65/HRD(HRM)/APAR/Missing APAR/2015 2429

Dated: 28.02.2017

INSTRUCTION

To,
The Principal Chief Commissioner/ Chief Commissioner, Central Excise/Customs (All),
The Principal Directors General/ Director General, Customs & Central Excise (All),
The Principal Commissioner/ Commissioners i/c of Directorates (All),
The Principal Commissioner/ Commissioner, Settlement Commission (All),
The Principal Commissioner, CESTAT (All)/ Authority for Advance Ruling,
The Chief Controller of Factories, Gwalior, /Narcotics Commissioner, Gwalior

Sir/Madam,

Subject: Timely completion of APARs -Reg.

Please refer to instructions issued vide even no 1349-1409 dated 19.04.2016 on the above cited subject and the same is enclosed for ready reference.

2. It is reiterated that the instructions/guidelines issued by DOPT vide O.M. No. 21011/02/2009-Estt. (A) dated 16.02.2009 and by DOR issued vide F.No. 50050/4/2014-Per/Hq dated 04.04.2014 with respect to timely completion of APARs are not just advisory but these are in the nature of orders which are to be followed by all the cadre controlling authorities/ field units / subordinate offices of the Department of Revenue in letter and spirit.

3. Accordingly, it may be ensured that the timelines for completion of APARs are strictly followed.

Yours faithfully,

(Sunil Kumar Sawhney)
Director General

Encl:- As above

243
21/02/2017



Government of India
Ministry of Finance, Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resources Development
Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110 001
Phone No. 011-23340316

F.No.8/B/65/HRD(HRM)/APAR/Missing APAR/2015 1349-1409 Dated: 19.04.2016
19/4/16

To,

The Principal Chief Commissioner / Chief Commissioner (All),
The Principal Directors General / Directors General (All),
The Principal Commissioner / Commissioners i/c of Directorates (All),
The Principal Commissioner / Commissioner (All),
The Chief Controller of Factories / Narcotics Commissioner, Gwalior.

Sir / Madam,

Subject: Timely completion of APARs-regarding.

Please refer to instructions issued vide even no 677-737 dated 18.03.2016 on the above cited subject (copy enclosed).

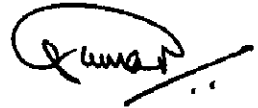
2. The Section I of the APAR is required to be filled and forwarded to officer to be reported upon for submitting the self appraisal/resume by the Administrative Section/Personnel Section of the Commissionerate / Directorate in the first week of the April following the Appraisal year. I am sure that the APAR formats with duly filled Section I must have already been circulated to all the Group 'A' officers in your zone. It is once again reiterated that the officer should be advised to complete the Section II of the APAR before the due date, i.e., 30th April and submit the same to the concerned Reporting Officer.

3. The Reporting Authority and Reviewing Authority should also ensure that the APAR of the officer must be completed before the due date i.e. 30th June and 31st August respectively and the same is forwarded to this office as per the prescribed time line.

4. All the officers working in your zone should be sensitized to strictly follow the time line. Further, it is reiterated that in this regard DOPT and DOR has issued various instruction/OM for the timely completion of APAR. The DOP&T OM no. 21011/02/2009-Estt(A) dated 16.02.2009 & the DOR OM issued vide F No. 50050/4/2014-Per/HQ dated 04.04.2014 state that the process of completion of APAR needs to be done in a time bound manner. If the same is not completed on or before the due date then the Reporting Officer or the Reviewing Officer may forfeit his right to enter any remarks in the APAR beyond 30th June & 31st August of the year.

5. It has been noticed in many cases the officers are still using the old formats of APAR. It should be ensured that all the officers of Group 'A', Group 'B' and Group 'C' must use the latest APAR format which are available at main page of our website: <http://www.dghrdcbec.gov.in>.

Yours faithfully,



(Balesh Kumar)
Additional Director General(HRM-I)
DGHRD

Encl: As above



Government of India
Ministry of Finance, Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resources Development
Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110 001
Phone No. 011-23340316

Dated: 18.03.2016

F.No.8/B/65/HRD(HRM)/APAR/Missing APAR/2015

INSTRUCTION

To,
The Principal Chief Commissioner / Chief Commissioner (All),
The Principal Directors General / Directors General (All),
The Principal Commissioner / Commissioners i/c of Directorates (All),
The Principal Commissioner / Commissioner (All),
The Chief Controller of Factories / Narcotics Commissioner, Gwalior.

Sir / Madam,

Subject: Timely completion of APARs-regarding.

Please find enclosed herewith a copy of O.M. No. A-28012/1/2014-SO(Per/Hqr.) dated 04.03.2016 regarding timely completion of APARs where in it has been observed that the prescribed time schedule for completion of APARs are not being strictly followed.

2. It has been further reiterated that the instructions / guidelines issued by DOPT vide O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009 with respect to timely completion of APARs are not just advisory but these are in the nature of orders which are to be followed by all the cadre controlling authorities / field units / subordinate offices of the Department of Revenue in letter and spirit.

3. Accordingly, it may be ensured that the timelines for completion of APARs are strictly followed.

डी.जी.एच.आर.डी. (BVSSS)
प्रेषक.....
क्रम सं. 677-737
दि. 21/3/2016
प्रेषित

Yours faithfully,


(Sunil Kumar Sawhney)
Director General

Encl: As above

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	21 st September

	(a) where there is accepting authority for APAR	06 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