



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

F.NO. C7/01/2016-Estt

Date: 18.10.2016

CIRCULAR

Subject : Preparation and maintenance of Annual Performance Assessment Reports –(APARs)

With reference to the above subject, Department of Personnel and Training, New Delhi vide OM No : 21011/1/2005 –Estt (A) (Pt-II) Dt 14.05.2009 issued following guidelines :

- A) the full Annual Performance Assessment Report (APAR) including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue;
- B) the concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR;
- C) the representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc.
- D) While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

2. In pursuance of the above guidelines, it is decided to communicate the contents of APAR to all the officers of Custom House.

3. However, in order to curtail the usage of the stationery, it is also decided to send the scanned copy of the APAR to officers' individual e-mail which are available in Establishment Section. Hence, all the officers are requested to check their e-mails for receipt of the APAR and send the acknowledgement of receipt of APAR by e-mail to Establishment Section. Further, in case of non-availability of e-mail of the officers, hard copy of the APAR copy will be provided to such officers under acknowledgement.

4. Further, as stated at Para 1 above, the officers shall submit representation, if any, within a period of fifteen days from the date of receipt of the APAR, to the Establishment Section. If no information is received within fifteen days from the date of disclosure, the APAR will be treated as final and taken on record.

5. For any further clarifications, the following officers may be contacted.

1. L.V.R.Sudhakar, Supdt (Estt) – 2825114 & 9948641751
2. V.Divya Teja, T.A -7842424639


(T.RAVI VARMA)
ASST COMMISSIONER (Estt)

Copy to,

1. PA to Principal Commissioner
2. PA to Additional Commissioner
3. All the Officers – by e-mail/ Hand
4. Supdt (EDI) – to place the Circular on the Website of Custom House, Visakhapatnam.