



सीमा शुल्क प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
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फा.सं/ F.No. C7/02/2017 – Estt

Date/दिनांक : 21.03.2017

CIRCULAR

Sub: Filling of Annual Performance Appraisal Reports (APAR) Forms for the Financial Year 2016-17 – reg.

The Annual Performance Appraisal Reports (APARs) for the Financial year 2016-17 covering the period from 01.04.2016 to 31.03.2017 in respect of the officers of this Commissionerate are required to be completed as per the schedule detailed below.

S.No.	Activity	Date by which to be completed
1.	Distribution of Blank APAR forms to all Officers	31.03.2017
2.	Submission of Self-Appraisal to Reporting Officer by Officer to be reported upon	15.04.2017
3.	Submission of Report by Reporting Officer to Reviewing Officer	30.06.2017
4.	Receipt of duly Reported / Reviewed APARs to the Establishment section from the Reviewing Officer	31.07.2017

Please refer to the DOPT OM No 21011/1/2005-Estt (A)(Pt-II) Dt 23.07.2009 for complete schedule .

2. All officers are advised to adhere to the prescribed length of the self – appraisal which should be precise to the point and refer only to the areas of the responsibility.

3. The remarks against the integrity column shall be made by the Reporting Officer from one of the following three options as illustrated in the brochure for filling the APAR forms:

- Beyond Doubt
- Since the integrity of the officer is doubtful, a secret note is attached.
- Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.

4. The grading should be fully substantiated by the Reporting Officer & Reviewing Officer concerned. If any officers performance is graded 4 & below (in case of Appraisers & Superintendent (P), Inspector (P.O & E.O) & Administrative Officers) and 'POOR' or 'JUST ADEQUATE' (in case of Ministerial Officers, S.H.T, Head Havaldars / Havaldars, Marine staff, Drivers), proper substantiation in support of the remarks should be given quoting concrete instances, if any.

5. No column in the Annual Performance Appraisal Report (APAR) should be left blank and necessary grading should be given in column wherever necessary. No other terms other than the prescribed terms of grading viz.1 to 10 (in case of Appraisers & Superintendent (P), Inspector (P.O & E.O) & Administrative Officers) and 'EXCELLENT', 'VERY GOOD', 'GOOD', 'JUST ADEQUATE' & 'POOR' (in case of Ministerial Officers, S.H.T, Head Havaldars / Havaldars, Marine staff, Drivers) should be used.

6. All Reporting & reviewing Officers are directed to ensure proper care and caution in writing reports of officers so that the assessment reflects correctly and objectively the performance & ability of officers.

7. As per the instructions issued by D.G.H.R.D, New Delhi letter F.No.8/B/254/HRD(HRM)/APAR/2015/145 dated 12.02.2016, CBEC has decided that all the Supervisory Officers should record the passing of any award / penalty against an officer by the ombudsman in an appropriate column in the APAR of the officer. It is suggested that it may be recorded in the Section III Para (3) by the Reporting Officer and section IV Para(3) by Reviewing Officer.

8. All the officers/ Staff are directed to refer to the Instructions/ Guidelines issued by DOPT/ DGHRD/CBEC, in respect of completion/proper maintenance of Annual Performance Appraisal Reports (APARs) from time to time and strictly adhere to the Instructions/ guidelines.

Sudhakar
21.3.17

(SUDHAKAR MISHRA)
ADDITIONAL COMMISSIONER

Copy Submitted to:

- P.A to Commissioner
- P.A to Additional Commissioner

Copy to,

- All D.C's / A.C's
- Section Heads
- Supdt (E.D.I) – With a request to upload on Custom House, Visakhapatnam Website
- Notice Board