



APAR
URGENT

OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, DELHI
C. R. BUILDING, I. P. ESTATE, NEW DELHI-110002

F.NO. 10-2022-23/correspondence/NG Personnel (APAR)/20534

DATED 9/3/2023

To,

All Pr.Chief Commissioners of Income Tax and Pr. Directors General of Income Tax, Delhi Region, New Delhi.

All Chief Commissioners of Income Tax and Directors General of Income Tax, Delhi Region, New Delhi.

The Pr. Commissioners/commissioners of Income Tax, Delhi-01,04,07,10,12,15,20, ReFAC (AU)-1 to 10, ReFAC (VU)-1 to 4, ReFAC (RU)- 1 & 2, ReFAC (TU)-01, Central-1 to 3 and Intl. Tax- 1 to 3, New Delhi.

The Commissioners/Directors of Income Tax, (Appeal Unit)-1 to 31, (Appeal)-23 to 31, (Appeal)-42 to 44, APA, Exemption, I&CI, Audit- O1 & O2, ITAT, Judicial, Appropriate Authority, TDS -01 & O2, DRP, CO, Transfer Pricing-O1 to O3, New Delhi.

The Addl. Directors General of Income Tax, Expenditure Budget, DTRTI, Recovery, IT, Audit, Infra-O1 & O2, Investigation- O1 & O2, L&R-O1 & O2, TPS, Vigilance, HRD, New Delhi.

The Addl./Joint Commissioners of Income Tax, Coordination, Personnel, Vigilance, New Delhi.

The Under Secretary (V &L), CBDT, New Delhi.

The Dy/Asstt. Commissioners of Income Tax, Admn, Coord, Finance, Litigation, Pers., Vigilance, New Delhi.

Madam/Sir,

Subject:- Timely completion of APARs for the Reporting Year 2022-23 in case of Non Gazetted Staff-reg.

Kindly refer to the subject cited above.

In this regard, the undersigned has been directed to state that since APARs are vital for proper personnel administration and it is essential that they are completed in a time-bound manner and as writing of APARs within the due date is a public duty of each Official, the APAR timelines to be followed for the Reporting Period 2022-23 are communicated herewith in the form of "Annexure A" and in relation to the writing of APARs, the officials may find the desired APAR forms for respective cadres on the website www.incometaxdelhi.org.

Keeping in view the guidelines issued for timely completion of APARs issued vide OM No. 21011/02/2009-Estt.A dated 16.02.2009 of the DOPT, the undersigned has been directed to request you to inform all officials in your Charge that, if the self-appraisal from the Official Reported Upon (ORU) is not received in time, the Reporting Officer should take it upon himself/herself to remind the official to be reported upon in writing, asking him/her to submit his/her self-appraisal. If no self appraisal is received by the stipulated date (i.e 15th April, 2023), the Reporting Officer can proceed to write the report as per the DoPT OM. The timeline for reporting APAR for Reporting Year 2022-23 is 30th June, 2023.

The undersigned has been further directed to request you to inform all officials in your Charge that in case the APAR is not reported (where self-appraisal was submitted)/not initiated and reported (where self-appraisal was not submitted) by the Reporting Officer for any reason beyond 30.06.2023, he/she shall forfeit his/her right to enter any remarks in the APAR of the ORU and the Reviewing Officer shall initiate all such unreported APARs and forward the same to the custodian office by 31.07.2023, after which the Reviewing Officer shall also forfeit his/her right to enter any remarks in the APAR.

In this connection, it is pertinent to mention that there have been instances where the APARs for certain periods are not written in time and at the time of promotions/MACPs, the officials claim to have submitted their APARs in time to the respective Reporting/Reviewing Officers. However, for the reasons unknown, the APARs so initiated are not found to have been forwarded to this office and the Reporting/Reviewing Officers have retired by the time the APARs are required. In such situations, the officials request the issuance of NRCs for deficient periods, citing the retirement of the respective officers as the reason. In this regard, the undersigned is directed to convey that such requests of the officials would be addressed on providing proof of timely submission of APARs to their respective officers, in absence of which, no NRCs for such reasons would be drawn.

Lastly, in view of the said DoPT OM as mentioned at S. No.2, the undersigned has been directed to reiterate that the Competent Authority will review the status post the lapse of timelines available for Reviewing Officer and may call for the explanation of the concerned Official Reported Upon / Reporting Officer / Reviewing Officer for not having performed the public duty of writing the APARs within the due date in appropriate cases. Action as per DoPT guidelines where the APARs are not written or not graded as per the timelines may also be proposed, wherever necessary.

Encl: As above

Yours faithfully,

(VIVEK NAGRATH)

JCIT (HQRS. PERSONNEL NG),
NEW DELHI

Copy to:

1. The Addl/Joint Commissioner of Income Tax, Administration, Coordination, Vigilance, New Delhi.
2. The Deputy/Assistant Commissioner of Income Tax, Admn/Coord/Finance/Personnel/Vigilance and all DDOs Delhi Charge including Central and DG (Inv)(Exemption), DI(Inv), New Delhi.
3. The Income Tax Officer, PRO/Protocol/Welfare/Admn/Form Store/MST unit, New Delhi.
4. All recognized Associations, New Delhi, Notice Board and on the website www.incometaxdelhi.org

(VIVEK NAGRATH)

JCIT (HQRS. PERSONNEL NG),
NEW DELHI

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	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority	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

09.02.2015.

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.

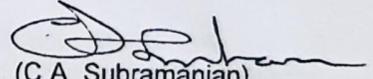
2. As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of ACRs for the relevant period, the matter of timely completion of ACRs was further reviewed in this Department and it has been found 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.