

APAR
URGENT



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

DATED 06/06/2022

F.NO. 26-2022-23/correspondence(APAR)/NG Personnel/1093

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)- I to 10, ReFAC (VU)- I to 4, ReFAC (RU)- I & 2, ReFAC (TU)-OI, Central- I to 3 and Intl. Tax- I to 3, New Delhi.
The Commissioners/Directors of Income Tax, (Appeal Unit)-I to 31, (Appeal)-23 to 31, (Appeal)-42 to 44, APA, Exemption, I&CI, Audit- O1 & O2, ITAT, Judicial, Appropriate Authority, TDS -O1 & O2, DRP, CO, Transfer Pricing-OI 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-OI & O2, TPS, Vigilance, HRD, New Delhi.
The Addl./Joint Commissioners of Income Tax, Administration, 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: Writing of APARs on non-prescribed forms in case of MTS Cadre-reg

Kindly refer to the subject cited above.

In this regard, the undersigned is directed to state that there have been a number of instances where this office has received duly filled APARs of the officials posted as MTS in different charges, on perusal of which, it is noticed that the APAR forms so filled are not the ones prescribed for the officials serving in the cadre of MTS.

In this context, the undersigned is directed to bring into your kind notice the duties of an MTS, defined in the Recruitment Rules of MTS notified on 17.01.2011, circulated by the CBDT on 02.02.2011. and further vide this office letter in Pr. CCIT/Duties of MTS/2021-22/5086 dated 25.08.2021(copy enclosed), which are as under:

- 1) Physical maintenance of records of the office,
- 2) General cleanliness and upkeep of the office.
- 3) Carrying of file and other papers within the building.
- 4) Photocopying, sending of fax, etc.
- 5) Other non-clerical work in the section or unit.

- 6) Assisting in routine office work like dairy, dispatch etc. including work on computer.
- 7) Delivering of DAK or notices outside the building.
- 8) Watch and ward duties.
- 9) Opening and closing of rooms.
- 10) Cleaning of rooms.
- 11) Dusting of furniture etc.
- 11) Cleaning of building, fixtures, etc.
- 12) Driving of vehicles, if in possession of valid driving license.
- 13) Upkeep of parks, lawns, potted plants, etc.
- 14) Any other Work assigned by the superior authority.

However, in this regard, it is observed that in a number of cases, the MTS officials have initiated their APARs in the forms which are formatted as per the line of work of the officials in the cadre of Tax Assistants rather than that of MTS. In this way, their assessment is not only done in wrong APAR forms which are invalid, but also it results in non assessment of the MTS officials in accordance with their actual line of work as described above.

For example, the prescribed APAR forms for MTS includes in the Appraisal Section, columns pertaining to the assessment of an MTS in relation to maintenance/operation of machines, cleaning and taking care of chart, visual slides/storage items/premises etc., which is not found to have been commented upon in the APAR forms initiated by a number of the MTS officials.

Hence, the actual purpose of writing APARs i.e to judge an official's performance during a certain period of his posting is not accomplished objectively in such cases and this office is compelled to return each such APAR to the corresponding Reporting /Reviewing Officers for writing the same in the prescribed form for the purpose.

In view of the above, the undersigned is directed to request your good self to kindly check for the correctness of the form in the case of the APARs initiated by the MTS officials before reporting /reviewing of such APARs. A sample of the prescribed APAR form for the cadre of MTS is enclosed for your ready reference.

Encl: As above

Yours faithfully,

(VIVEK NAGRATH)
JCIT(OSD) (HQRS. PERSONNEL NG),
NEW DELHI

Copy to:

1. All DDOs Delhi Charge, New Delhi.
3. The Income Tax Officer, PRO/Protocol/TPS/Welfare/Admn/Form Store/MST unit, New Delhi.
4. All recognized Associations, New Delhi.
5. Notice Board and on the website www.incometaxdelhi.org

(VIVEK NAGRATH)
JCIT(OSD) (HQRS. PERSONNEL NG),
NEW DELHI



कार्यालय

OFFICE OF THE
प्रधान मुख्य आयकर आयुक्त, दिल्ली
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, DELHI

केंद्रीय राजस्व भवन, आई पी एस्टेट, at ft-#r- o o OR

C. R. BUILDING I. P. ESTATE NEW DELHI-110002

F.NO. Pr.CCIT/Duties of MTS/2021-22/

Dated: 25.08.2021

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, ReFAC (AU)-I to 10, ReFAC (VU)-I to 4, ReFAC (RU)-I & 2, ReFAC (TU)-OI, Central- I to 3 and Intl. Tax-I to 3, New Delhi.

The Commissioners/Directors of Income Tax, (Appeal Unit)-I to 31, (Appeal)-23 to 31, (Appeal)-42 to 44, APA, Exemption, I & CI, Audit-OI & 02, ITAT, Judicial, Appropriate Authority, TDS -01 & 02, Erstwhile LTU, DRP, CO, Transfer Pricing-OI to 03, New Delhi.

The Addl. Directors General of Income Tax, Expenditure Budget, Recovery, IT, Audit, Infra-OI & 02, Investigation-OI & 02, L & R -01 & 02, TPS, Vigilance, BIRD, New Delhi.

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

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

The Deputy/Asstt. Commissioners of Income Tax, Admn, Coordination, Finance, Litigation, Personnel, Vigilance, New Delhi.

Respected Madam/Sir,

Subject: Circulation of Duties assigned to Multi Tasking Staff (MTS) - regarding

Kindly refer to the subject mentioned above.

In this regard, I am directed to submit that the Recruitment Rules of Multi Tasking Staff (MTS) were notified on 17.01.2011 and was subsequently circulated by the CBDT on 02.02.2011 vide which the Duties for MTS were also circulated. In this regards, it is further submitted that around ten years had already passed and many officers and staff had made various queries seeking information about the duty list of MTS. In order to make aware of the Duties of MTS to all officers and officials, they are hereby circulated as under to all charges:-

The Duties shall include one or more of the following, to be assigned from time to time:-

- 1) Physical maintenance of records of the office.
- 2) General cleanliness and upkeep of the office.
- 3) Carrying off file and other papers within the building.
- 4) Photocopying, sending off fax, etc.
- 5) Other non-clerical work in the section or unit.

- 6) Assisting in routine office work like dairy, dispatch etc. including work on computer.
- 7) Delivering of dak or notices outside the building.
- 8) Watch and ward duties.
- 9) Opening and closing of rooms.
- 10) Cleaning of rooms.
- 11) Dusting of furniture etc.
- 12) Cleaning of building, fixtures, etc.
- 13) Driving of vehicles, if in possession of valid driving license.
- 14) Upkeep of parks, lawns, potted plants, etc.
- 15) Any other work assigned by the superior authority.

All officers in-charge are also requested to widely circulate this to all officers posted in their respective charges for necessary implementation/action. Lastly, needless to mention, the performance appraisal in their APARs would incorporate the aforementioned duties performed and would be considered accordingly by their respective Reporting and Reviewing officers.

Yours faithfully,

ADDL. COMMISSIONER


(MANU TEWIWAL) 25/08/

R OF INCOME TAX OFFICER
(HQ-PERS)(NG), NEW DELHI

OF INCO

Form L
(Multi Tasking Staff)

Performance Appraisal Report for the period from _____ to _____

Time period which the report does not cover if any, and reasons thereof:

Period for which PAR is not written	Reasons why the PAR is not written

Sl. No.	Name and designation of the Reporting Officer	Post held during the period	Time period as Reporting Officer	Date of receipt of self appraisal by the Reporting Officer

Sl. No.	Name and designation of the Reviewing Officer	Post held during the period	Time period as Reviewing Officer	Date of receipt of PAR by the Reviewing Officer

Date of receipt of performance appraisal report by Cadre controlling authority	Date of receipt of performance appraisal report by Custodian

Section I- Basic Information
(To be filled in by the Head of Department)

1. Name of the Official reported upon:

2. Date of joining service:

3. Educational Qualifications:

4. Date of Birth:

5. Category to which the official belongs: Gen/ OBC/SC/ST:

6. Present Grade and date of continuous appointment to it:

7. Present posting:

8. Departmental examination qualified with date of qualifying:

9. Reporting and Reviewing Authority*

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		

* Multiple entries possible

10. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

11. Penalties, if any, imposed during the year:

Signature _____
Head of the Department
Please Affix Stamp

Date: _____

Section II – Self Appraisal

1. Annual work allocated, completed and achievements (in not more than 100 words):

2. During the period under report, do you believe that you have performed any special work/assignment? If yes please give a brief description. (Not more than 150 words):

Date: _____

Signature of Official reported upon

Section –III Appraisal

(This assessment should rate the Official vis-à-vis his peers engaged in similar positions and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade) Any overwriting or correction has to be authenticated by the reporting officer in the margin with full signature.

1. (a) Assessment of Work Output: (40% weightage will be assigned to this section)

S.No		Grade
1.	Quality of Work	
2.	Does he/she know the machines/store	
3.	Does he/she maintain the machine/store/building properly and regularly	
4.	Does he/she clean and takes care of chart, visual slides/storage items/premises.	
5.	Does he/she help and do the work of erection/repair of machines/loading/unloading of stores.	
6.	Overall grading on Work Output (Sum of 1 to 5)/5	

1. (b) Weightage of the grade on 'Assessment of Work Output' 1 (a)(6) x 0.4

2. (a) Assessment of Personal Attributes: (30% weightage will be assigned to this section)

S. No.		Grade
1.	Attitude of work	
2.	Sense of responsibility	
3.	Regularity and Punctuality in attendance	
4.	Maintenance of discipline	
5.	Communication skills	
6.	Ability to work in team	
7.	Ability to meet deadline	
8.	Courtesy to Tax payer	
9.	Inter-Personal relations	
10.	Clean use of uniform	
11.	Overall grading on Personal Attributes (Sum of 1 to 10)/10	

2. (b) Weightage of the grade on 'Personal Attributes' 2(a) (11) x 0.3

3. (a) Assessment of Functional Competency: (30% weightage will be assigned to this Section)

S. No.		Grade
1.	Knowledge of Rules/regulation/procedures in the area of function and ability to apply them correctly.	
2.	Coordination ability	
3.	Initiative	
4.	Proficiency in working on computer, wherever available	
5.	Use of Fax, Xerox Machine etc.	
6.	Overall grading on Functional Competency (Sum of 1 to 5/5)	

3. (b) Weightage of the grade on 'Functional Competency' 3(a) (6) x 0.3

4. Integrity: Please comment on the integrity of the official. (Please follow instructions given at the end of the form)

5. If the grading in any row of section III, parts 1 (a), 2 (a) and 3(a) or the overall grading (in part 6 below) is below 4 or above 8 then please give detailed factual reasons for the same.

6. Overall Grade on a scale of 1-10 [1(b) +2(b)+ 3(b)]

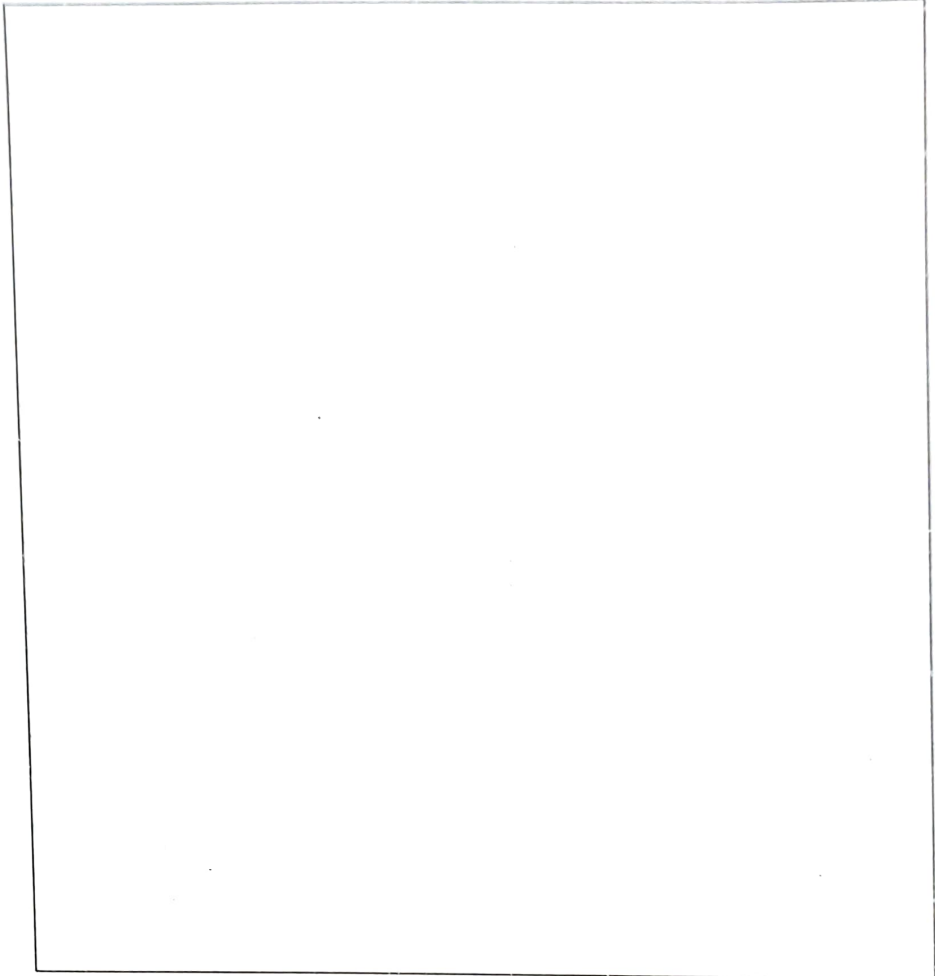
Date: _____

Signature of Reporting Authority

Name (In Block Letters) _____

Designation _____

7. Pen picture by Reporting officer (in about 100 words) on the overall qualities of the official including area of strength and lesser strength extraordinary achievements, significant failures and attitude towards weaker sections.



Date: _____

Signature of Reporting Authority
Name (In Block Letters) _____
Designation _____

Section IV- Review

Do you agree with the assessment made by the reporting officer with respect to the targets and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the Official reported upon?

Yes /No	
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If not in agreement with reporting officer then please fill the form below.

(This assessment should rate the Official vis-à-vis his peers engaged in similar positions and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade) Any overwriting or correction has to be authenticated by the reviewing officer in the margin with full signature.)

1. (a) Assessment of Work Output: (40% Weightage will be assigned to this Section)

S.No		Grade
1.	Quality of Work	
2.	Does he/she know the machines/store.	
3.	Does he/she maintain the machine/store/building properly and regularly	
4.	Does he/she clean and takes care of chart visual slides/storage items/premises.	
5.	Does he/she help and do the work of erection/repair of machines/loading/unloading of stores.	
6.	Overall Grading on Work Output (Sum of 1 to 5/5)	

1. (b) Weightage of the grade on 'Assessment of Work Output' 1 (a)(6) x 0.4

2. (a) Assessment of Personal Attributes: (30% weightage will be assigned to this section)

S. No.		Grade
1.	Attitude of work	
2.	Sense of responsibility	
3.	Regularity and Punctuality in attendance	
4.	Maintenance of discipline	
5.	Communication skills	
6.	Ability to work in team	
7.	Ability to meet deadline	
8.	Courtesy to Tax payer	
9.	Inter-Personal relations	
10.	Clean use of uniform	
11.	Overall grading on Personal Attributes (Sum of 1 to 10)/10	

2. (b) Weightage of the grade on 'Personal Attributes' 2(a) (11) x 0.3

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3. (a) Assessment of Functional Competency: (30% weightage will be assigned to this Section)

S. No.		Grade
1.	Knowledge of Rules/regulation/procedures in the area of function and ability to apply them correctly.	
2	Coordination ability	
3	Initiative	
4	Proficiency in working on computer, wherever available	
5.	Use of Fax, Xerox Machine etc.	
6.	Overall grading on Functional Competency (Sum of 1 to 5/5)	

3. (b) Weightage of the grade on 'Functional Competency' 3(a) (6) x 0.3

4. Reasons for disagreement with the reporting officer or low grade given to the Official reported upon and comments if the official reported upon is Scheduled Caste/Scheduled Tribe.*

* Conditions to fill column 4.

- (1) If you do not agree with the reporting officer then please state your reasons for disagreement in column 4.
- (2) If you agree with the reporting officer that the overall grading should be below 4 then please give detailed reasons in column 4. (The reviewing officer may in such cases call both the reporting officer and the official reported upon to ascertain the grading given before filling this section).
- (3) If the person reported upon is a member of Scheduled Caste/Scheduled Tribe, please indicate whether the attitude of the reporting officer in assessing the performance of the Scheduled caste/Scheduled Tribe member has been fair and just.

5. Overall Grade on a scale of 1-10 [1(b) +2(b)+ 3(b)]

Date: _____

 Signature of Reviewing Authority
 Name (In Block Letters) _____
 Designation _____

6. Pen picture by the Reviewing officer (in about 100 words) on the overall qualities of the official including area of strength and lesser strength and his/her attitude towards weaker sections.

Date: _____

Signature of Reviewing Authority
Name (In Block Letters) _____
Designation _____