



APAR
URGENT

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

F.NO. 26-2022-23/correspondence(APAR)/NG Personnel/ 8260

DATED: 31/8/2022

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- 01 & 02, ITAT, Judicial, Appropriate Authority, TDS -01 & 02, DRP, CO, Transfer Pricing-01 to 03, New Delhi.

The Addl. Directors General of Income Tax, Expenditure Budget, DTRTI, Recovery, IT, Audit, Infra-01 & 02, Investigation- 01 & 02, L&R-01 & 02, 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 different Cadres-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 Non Gazetted Staff 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 their respective cadres.

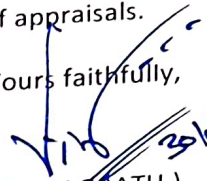
For instance, it is observed that in a number of cases, the MTS officials have initiated their APARs in the forms which are formatted as per the line of work of the officials in the cadre of Tax Assistants rather than that of MTS. Similarly, there have been cases when TAs have filled the APAR forms prescribed for Inspectors etc. 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 officials in accordance with their actual line of work. 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.

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 officials posted in your charge

before reporting /reviewing of APARs. The prescribed APAR forms for all Non Gazetted cadres are readily available on the official website of Income Tax Department, Delhi region i.e www.incometaxdelhi.org . The Non Gazetted officials posted in your charge may kindly be informed to download the correct forms as per their designations before proceeding to write their self appraisals.

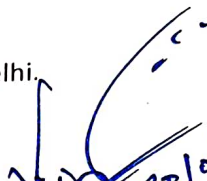
Encl: As above

Yours faithfully,


(VIVEK NAGRATH)
JCIT (HQRS.)(PERS.),
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 (HQRS.)(PERS.),
NEW DELHI

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