



IMPORTANT

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

F.NO. 4-2021-22/correspondence/NG Personnel (APAR) 716 DATED 28/09/2021

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-01,04,07,10,12,15,20, 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, 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:- Communication of APAR — reg.

Kindly refer to the subject cited above.

In this regard, the undersigned is directed to state that the communication of APARs for the Financial Year 2019-20, in accordance with DoPT OM No.21011/1/2005-Estt.(A) (Pt.II) dated 14.5.2009 (copy enclosed) was to be made. Considering the significant number of APARs to be communicated, this office called for the charge-wise lists of all the Non-Gazetted Staff posted in different charges,

from all the DDOs/AOs of the respective charges of Delhi region vide this office letter in F.No.1-6/2020-21/Communication/NG Personnel/APAR/431 dated 11-01-2021. However, very few such lists were received in this office and the communication of APARs in response to all the received lists have been made. Since, the complete lists were not provided by all the DDOs, so the work of disclosure of APARs to respective officials is pending and grievances in this respect are piling up.

In light of the same, the undersigned is directed to communicate that the DDOs working under your charge may kindly be instructed to forward the list of all their Non Gazetted Staff for communication of the APARs of the officials for the corresponding periods to enable a managed and streamlined flow of the process of communication of APARs to the respective officials.

Encl: As above

Yours faithfully,

(VIVEK NAGRATH)

DCIT, (HQRS. PERSONNEL),

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.
5. Notice Board and on the website www.incometaxdelhi.org

No. 21011/1/2005-Estt (A) (Pt-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, 14th May, 2009

OFFICE MEMORANDUM

Subject:- Maintenance and preparation of Annual Performance Appraisal Reports-
communication of all entries for fairness and transparency in public
administration.


The undersigned is directed to invite the attention of the Ministries/Departments to the existing provisions in regard to preparation and maintenance of Annual Confidential Reports which inter-alia provide that only adverse remarks should be communicated to the officer reported upon for representation, if any. The Supreme Court has held in their judgement dated 12.5.2008 in the case of Dev Dutt vs Union of India (Civil Appeal No.7631 of 2002) that the object of writing the confidential report and making entries is to give an opportunity to the public servant to improve the performance. The 2nd Administrative Reforms Commission in their 10th Report has also recommended that the performance appraisal system for all services be made more consultative and transparent on the lines of the PAR of the All India Services.

2. Keeping in view the above position, the matter regarding communication of entries in the ACRs in the case of civil services under the Government of India has been further reviewed and the undersigned is directed to convey the following decisions of the Government:-

- (i) The existing nomenclature of the Annual Confidential Report will be modified as Annual Performance Assessment Report (APAR).
- (ii) The full 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. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.
- (iii) The Section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.
- (iv) 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. 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. 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.

- (v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2008-09 which is to be initiated after 1st April 2009.
- (vi) The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
- (vii) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.

All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.


(C.A. Subramanian)
 Director

All Ministries/Departments of Government of India

copy to:-

- Chief Secretaries of All State Governments/U.T.s
- The President's Secretariat, New Delhi.
- The Prime Minister's Office, New Delhi.
- The Cabinet Secretariat, New Delhi.
- The Rajya Sabha Secretariat.
- The Lok Sabha Secretariat.
- The Comptroller and Auditor General of India, New Delhi.
- The Union Public Service Commission, New Delhi.

copy also to:-

- a) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- b) Establishment Officer and Secretary, ACC (10 copies).
- c) All officers and Sections in the Department of Personnel and Training.
- d) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- e) All Staff Members of Departmental Council (JCM).
- f) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- g) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T.
- h) Hindi Section for Hindi version of the O.M.



सत्यमेव जयते

कार्यालय

OFFICE OF THE

प्रधान मुख्य आयकर आयुक्त, दिल्ली

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, DELHI

केन्द्रीय राजस्व भवन, आई० पी० एस्टेट, नई दिल्ली-110002

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

F. No.1-6/2020-21/Communication/NG Personnel/APAR/ 431

DATED: 11/01/2021

URGENT

To,

The Drawing & Disbursing Officer

O/o: All Principal Chief Commissioners/Principal Directors General of Income Tax, Delhi region,

All Chief Commissioners/Directors General of Income Tax, Delhi region

Pr. Commissioners/Commissioners/Pr. Directors/Directors of Income Tax

Delhi 1 to 24, Appeals 1 to 44, TDS-II, TDS (CPC) Audit 1 & 2, App Authority, BPR,

APA, DRP 1 & 2, Central I-III, CIB, DTRTI, Computer Operations, Exemption,

DR ITSC (Pr. & Addl. Bench), Ombudsman, Judicial, Helpline, International Taxation 1 to 3,

Intelligence & CI, Infra-1 to 4, ITAT, Investigation 1 & 2, Legal & Research,

Transfer Pricing-1 to 3, Vigilance, LTU, Chief Engineer (Valuation Cell), Finance, Admin,

IAP, ASK, AAR, Database, Grievance, PR PP & OL, Statistical Wing, Printing and Publication Wing,

Authority of Advanced Ruling, Expenditure Budget, Systems, Recovery.

New Delhi.

Subject: - Communication of APARs and deficiencies- Reg.

Madam/Sir,

Please refer to the subject cited above.

2. In this regard, the undersigned is directed to state that in accordance with the provisions of DOP&T's O.M. No. 21011/1/2005-Estt. (A) dated 14-05-2009 "**Full 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**".

3. In view of the above, it is requested that an updated list of officials (as on 31.12.2020) posted in your charge may be sent to this office in a format indicating "Name", "D.O.B" and "Designation" of the official at the earliest so that the APARs for the F.Y 2019-20 may be communicated in stipulated time with a request to send the soft copy of the same on email id i.e apardelhi1@gmail.com as well. In case of any query, ITI, Pooja Rathee or Raj Kamal, Sr. T.A may please be contacted at 011-23705255.

Yours faithfully,

(Dhiraj Negi)

ITO (Hqrs) (Pers) (NG)