



सत्यमेव जयते

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/ 13258

DATED 21/11/2022

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)-O1, 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 -O1 & 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, 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:- Instructions/guidelines relating to filling up of Integrity Column in APARs-reg.

Kindly refer to the subject cited above.

In this regard, please find enclosed herewith the HRD letter in F.No. **HRD/PM/APAR/403/SPARROW/2022-23/6283** dated **02.11.2022**(copy enclosed), vide which the instructions/guidelines relating to filling up the Integrity Column of APARs on SPARROW have been communicated. It is requested to kindly comply with the instructions/guidelines incorporated therein while filling up the Integrity Column in the physical forms of APARs of Non Gazetted Staff as well.

Further, the undersigned is directed to convey that in cases where the APARs are initiated directly by the Reviewing Officers of the officials for certain reasons, it is requested that the Reviewing Officer may please comment upon the Integrity of the official as well, in accordance with the aforesaid Instructions/guidelines, which otherwise is left un-commented in absence of the APAR having been reported upon by the concerned Reporting Officers of the officials. This in turn results in discrepancies in the APARs as a result of which this office is compelled to return each such APAR to the officers concerned thereby causing hindrance in the Confirmation/ Promotions/ Regularisations/ Deputations etc. of the officials.

This issues with the approval of the Competent Authority.

Encl: As above

Yours faithfully,


(VIVEK NAGRATH)

JCIT(HQRS. PERSONNEL NG),
NEW DELHI

Copy to:

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


(VIVEK NAGRATH)

JCIT(HQRS. PERSONNEL NG),
NEW DELHI



(विश्वे शान्ति)

GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES
2nd Floor Jawaharlal Nehru Stadium, New Delhi- 110003.
Email – pdgithrd.apar@incometax.gov.in

F.No. HRD/PM/APAR/403/SPARROW/2022-23/6283

Dated: 02.11.2022

To

All the Pr. CCsIT (CCA)

Subject:-Guidelines for filling of Integrity Column of APARs on SPARROW - reg.

Respected Madam/Sir,

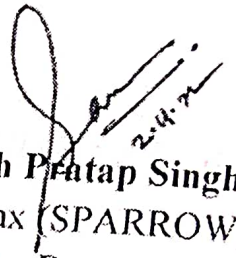
In this regard, attention is called to this Directorate letter No. HRD/PM/APAR/403/SPARROW/2021-22/10885, dated 18.02.2022 where in sub para (ii) of para 4, it has been communicated that where the Reporting officer fails to report the APAR within the time allowed, APAR will be force forwarded to the Reviewing Officer and the Reviewing officer shall report the APAR and No Review Certificate will be placed in the Dossier. Relevant para is reproduced as under:

"If the Reporting Officer does not report the APAR within DoPT timeline (i.e. 30th June): The Reporting Officer shall forfeit the right to enter any remarks in the APAR, and the APAR shall be FORCE FORWARDED on SPARROW by the concerned Primary Custodian to the Reviewing Officer on the next working day. In such situations, the Reviewing Officer shall report the APAR and a No Review Certificate will be placed in the Dossier. While reporting the APAR in such cases, the Reviewing Officer shall report about the INTEGRITY of the ORU also. The Reporting Officer shall be considered as a defaulting officer in such cases."

2. In the cases, where reporting officer has not reported on time and the APAR is Force Forwarded to the next level for reporting (i.e., to the Reviewing Officer), the system does not provide any option to such Reviewing Officers to comment on the 'Integrity'. Thus, in all such cases the Integrity column is showing blank.
3. I am directed to state that, the following steps may be followed –

1. In all such cases where Reviewing Officer is Reporting on the force forwarded APAR's he/she should mandatorily mention about the Integrity of the ORU in the Pen Picture column to be filled by the Reviewing Officer.
2. Where ORUs have represented against Integrity blank, comments may be sought from the reviewing officer who has reported the APAR and the representation be dispose off by the respective Competent Authorities.
4. This issues with the prior approval of Competent Authority.

Yours faithfully,



(Saurabh Pratap Singh)
Assistant Director of Income Tax (SPARROW)
Directorate Human Resource Development

Copy to: The Web Manager, www.irsofficersonline.gov.in with a request to upload the letter.