


FROM :

FAX NO. :23414775

3 Feb. 2017 5:11PM P1

03/12/09 12:20

HP LASERJET FAX


 Government of India
 Directorate General of Income Tax (HRD)
 Central Board of Direct Taxes
 ICADR Building, Plot No.6, Vasant Kunj, Institutional Area, Phase-II
 New Delhi-110070

F.No HRD/PM/410/2/2016-17/8919

Dated 3rd Feb. 2017

To,

All Pr.CCSIT(CCA)/
 All Pr.DGSIT of Attached Directorates of CBDT
 Pr.DGIT(Trg), Nagpur

**Sub: Completion of APAR cycle pertaining to Reporting Period 2015-16 till 31st
 December 2016 - reg.**

Madam/Sir

Kindly refer to the above cited subject.

The CBDT is in the process of finalizing proposals for holding of DPC meetings in various cadres. However, completion of APARs of all officers in the consideration zone, is being faced as the biggest impediment for timely submission of proposals to UPSC.

2. The DoPT's O.M. dated 16.02.2009 specifies that in case the ACR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which financial year ended, he shall forfeit his right to enter any remarks in the ACR. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31st August of the year in which financial year ended. It also specifies that the Secretary in the department/Head of the organization 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.
3. Further, OM issued vide F.No.2/9/2015 dated 21st April 2015 of Establishment Officer, DOP&T also states that if an APAR for a Financial Year is not recorded by 31st December of the year in which the financial year ended, no remarks may be recorded thereafter and officer may be recorded on the basis of the overall record and self-assessment for the year, if he has submitted his self-assessment in time.

The APAR cycle pertaining to Reporting Period 2015-16 has ended on 31/12/2016 and both reporting as well as reviewing officer have forfeited their right to writing the APAR, if the reported upon officer has submitted his APAR in time.

.....contd-2

FROM :

FAX NO. :23414775

3 Feb. 2017 5:14PM P1

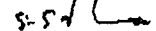
03/12/09 12:20

HP LASERJET FAX

-2-

4. The Pr.CCSIT(CCA) are therefore requested to immediately forward the APARs which are still not sent. The APARs need to be sent to O/o Pr.DGIT(HRD) as communicated by Directorate of Income Tax (HRD) vide F.No.HRD/PM/444/4/2012-13/1015 dated 19th May and not to the Board directly.
5. A confirmation that all APARs reported and reviewed till 31/12/2016 have been forwarded to the O/o Pr. DGIT (HRD), may be sent on email (dgithrd@incometax.gov.in) by 15.02.2017.
6. It may also be once again brought to notice of all IRS officers that scanned copies of APARs of past 10 years are available in APAR Management Module of HRMS on ITBA. All the IRS officers should immediately check the availability of APARs and if there is any deficiency, it may be brought to the notice of CCAs as well as to Directorate of Income Tax (HRD) by email (dgithrd@incometax.gov.in).
7. The APARs up to level to Addl. CIT may be communicated to all the officers concerned by the O/o Pr. CCIT (CCA) and representations received, if any, may be dealt by O/o Pr. CCIT (CCA) in the light of extant rules. Further, in the light of letter dated 4th July 2016, issued from Directorate of Income Tax (HRD), it has been decided that one copy of APAR from Reporting Year 2015-16 in the rank of CIT and above will be sent to O/o Pr. CCIT (CCA) by the Directorate of Income Tax (HRD) for communicating the same to the respective officers and representations received may be sent to JS (Admn.), CBDT for further action.
8. The Pr. CCSIT (CCA) should also ensure that the APARs of Group B officers as well as Group C officials are also updated, so that DPCs are held in time.
9. The Pr. DGIT (Admn.) is requested to ensure the completion of APARs of ITOs for timely conduct of DPCs for promotion from ITO to ACIT.

Yours faithfully,



(S.S.Rathore)
Pr. DGIT (HRD)

Copy to:

1. JS (Admn.), CBDT for completion of APARs Dossiers.
2. Database Cell for uploading on irs.officersonline.com.