



सत्यमेव जयते

**(HUMAN RESOURCE DEVELOPMENT)**

2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium, Gate No. 1,  
New Delhi – 110003, e-mail: [pdgithrd.apar@incometax.gov.in](mailto:pdgithrd.apar@incometax.gov.in)

F No. HRD/PMD/APAR-HRMS/3/2018-19/594

Dated 29.04.2019

## Annexure 'A'

S. No	Activity	Date by which the activity to be completed
1	Submission of self-appraisal to the reporting officer.	30 <sup>th</sup> June, 2019
2	Forwarding of report by reporting officer to reviewing officer	31st July, 2019
3	Forwarding of report by Reviewing Officer to Administration/APAR Cell.	31 <sup>st</sup> August, 2019
4	Disclosure of APAR to the officer reported upon.	10 <sup>th</sup> September, 2019
5	Receipt of representation, if any, on APAR	15 days from the date of communication
6	Forwarding of representation to the competent authority.	30 <sup>th</sup> September, 2019
7	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority.
8	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority.
9	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> December, 2019