



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
CENTRAL BOARD OF DIRECT TAXES
HUMAN RESOURCE DEVELOPMENT

2nd Floor, Jawaharlal Nehru Stadium, New Delhi-110003.

F. No. HRD/PM/APAR/403/2020-21/2756

Dated: 16/09/2020

To
All Pr.CCsIT/Pr.DGsIT

Sir/Madam

Subject: Submission of pending Self-Appraisal Reports on HRMS for period prior to F.Y. 2019-20 - reg.

2. It has been found that many officers and officials have not submitted their Self-appraisal reports on HRMS for period prior to reporting year 2019-20. The Directorate of HRD has received many representations requesting to provide access to HRMS for submission of Self-appraisal reports.

3. The matter was examined and competent authority has approved one-time access to HRMS. **The HRMS would be opened on 21st Sep, 2020 to 31st Oct, 2020.** During this period all APARs pending for Self-Appraisal, Reporting and Reviewing pertaining to period prior to 2019-20 shall be completed. Also APARs pending for reviewing pertaining to F.Y. 2019-20 may also be completed during the above mention period.

4. The access to HRMS shall be one-time measure and all officers and officials who have not submitted previous APARs (prior to F.Y. 2019-20) should avail this opportunity, after which no further requests shall be entertained.

This issue with prior approval of the Competent Authority.


 (Raja Yaqoob Farooq)

Deputy Director of Income Tax (HRD)

Copy to:

1. ADG-4, Directorate of Systems with request to provide access to HRMS.
2. IRSA/ITGOA for kind information.
3. The web Manager for uploading on irsofficeronline.gov.in.


 (Raja Yaqoob Farooq)

Deputy Director of Income Tax (HRD)