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Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resources Development
409/8, Deepshikha Building,
Rajendra Place, New Delhi - 110008

F.No. 8/ B/72//HRD(HRM)/2014

Dated: 03.09.2014

To,

The Chief Commissioners, Central Excise / Customs (All),
The Directors General, Customs & Central Excise (All),
The Commissioner i/c of Directorates (All),
The Commissioner, Settlement Commission,
Chennai / Delhi / Mumbai / Kolkata,
The Chief Controller of Factories, Gwalior,
The Narcotics Commissioner, Gwalior,

Sir / Madam,

Subject: Issue of NRC (No Report Certificate) for missing periods of APARs - reg.

Vide Board instructions issued vide F. No. A.28011/12/2013-SO(Per/EC) dated 12th April, 2013, the HRD (HRM wing) has been tasked with the scanning & digitization of all the APAR of group 'A' officers. Further, vide Board instructions F. No. C-50/47/2014-Ad.II dated 20th August, 2014, the additional work of record keeping of physical copies of APAR dossiers of Group 'A' officers besides receiving representations against APAR grading and presenting it before the referral Board / Competent Authority for disposal has also been transferred from AD.II section of CBEC to DGHRD.

While preparing the proposal of DPC, it has been noticed that in respect of many officers, APARs are missing either for full year or part period. In many of these cases, the **NRC** (No Report Certificate) needs to be issued before the proposal can be sent to UPSC for DPC.

Instances have been noticed where the NRC was issued and subsequently the APAR for the same period surfaced. Also different practices

are being followed for issuance of NRC in various Commissionerates and Directorates. Accordingly, it is proposed to streamline the process of issuance of NRC in cases where the APAR is missing. The following procedure may be adopted for the issuance of NRC hence forth:

1. The HRD (HRM wing) shall upload the status of missing (not available) ACR /APAR along with the period in respect of group 'A' officers on the HRD website (www.dghrdcbec.gov.in). This list shall be updated every 15 days. The group 'A' officers should periodically check the status of their APAR and where ever they find that their ACR / APAR is not available / missing; suitable action may be taken for completing APAR folder or getting the NRC issued for the period of missing / not available APAR.
2. The officer who finds that his / her APAR for the full year /part period is not available / missing; shall write to the competent authority(specified at point 9 below) requesting for issuance of NRC, giving the details as per annexure 'A'.
3. The Competent authority will verify from the APAR dossier of the concerned officer available with him/her whether or not the APAR for relevant period is available in the folder. In case the APAR is available, a certified copy of the same (each page certified by an officer of the rank of Joint Commissioner or above) shall be sent to the ADG HRD (HRM wing). An Intimation in this regard shall be sent to the officer concerned also.
4. In case the APAR is not available in the Duplicate APAR dossier maintained at the Commissionerate / Zonal Level, the Competent authority will examine the reasons given by the officer and issue NRC as the APAR should be written/ reviewed/appraised before **31st August** by accepting authority (MOF O.M.No.50050/04/2014-Per/HQ dated 02.07.2014).
5. Before issue of NRC, if deemed fit, the competent authority may also get verification from originating Commissionerate as to whether the APAR of the concerned period was written, reviewed and forwarded during the relevant time. Accordingly, a report may be obtained from the Head of the department (Commissioner / Chief Commissioner) where the officer was posted at that point of time if deemed fit depending on the facts of the case..
6. On receipt of the verification request, the Head of the department will verify from correspondence files of the APAR section/ confidential section of the Department where the officer was posted during the relevant period, to see whether the APAR of the officer for concerned period was written, reviewed and forwarded or not. Accordingly, the factual report

shall be sent to the competent authority for consideration and issuance of NRC.

7. The NRC should be signed by the competent authority himself or with the approval of competent authority by an officer not below the rank of Joint Commissioner.
8. The Competent authority to issue NRC for the officers in grade up to the ADC in Group A' shall be present Commissioner/ Principal Commissioner / Chief Commissioner/ Principal Chief Commissioner where the officer is presently posted. For Commissioner /Principal Commissioner, it shall be the ADG (HRM), DGHRD, CBEC. The Competent authority to issue NRC for various grades is as under:

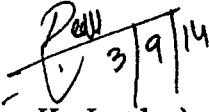
SN	Grade of officer	Competent authority to issue the NRC
1	AC / DC	Commissioner / Principal Commissioner (Present Jurisdiction)
2	JC / ADC	Chief Commissioner/ Principal Chief Commissioner (Present Jurisdiction)
3	Commissioner & Principal Commissioner	O/o ADG (HRM), DGHRD, CBEC
4	Chief Commissioner & above	JS (HQ), AD-I, DOR

9. While issuing the NRC, the guidelines issued by the DOPT /DOR/ CBEC from time to time may be kept in mind and the reason for issuance of NRC should be mentioned in the No Report Certificate. A general indicative format for issuance of NRC is attached as annexure 'B' and annexure 'C'. Generally following nature of cases have been noticed where the APAR is missing, however, there may be other cases besides those given below:

- i. The part period is over 90 days but the part period is reckoned as reduced to less than 90 days as the officer was on leave/training for more than 15 days & the leave/training period is deducted from the period under report. In such cases, the leave/training period may be verified from the service book and NRC may be issued.
- ii. The period is over 90 days but was not reported upon within stipulated time. In such cases also, the NRC has to be issued as the APAR for same period cannot be initiated in terms of the DOP&T guidelines (DOP&T O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009 & MOF O.M.No.50050/04/2014-Per/HQ dated 02.07.2014).

- iii. The missing period is over 90 days but the officer has not completed 90 days period under any single reporting officer. In such cases, the facts may be verified and NRC may be issued.
 - iv. Reporting and reviewing officers retired / expired. In such cases, the facts may be verified and NRC may be issued.
 - v. Officer was on unauthorized absence. In such cases NRC may be issued, after verification of facts.
 - vi. The APAR could not be completed by lapse of the time limit, for making remarks by the retired reporting/reviewing officer
10. After issue, one copy of the NRC should be placed in the APAR dossier of the officer maintained in the commissionertae and the second copy of the NRC should be sent to APAR Cell, DG (HRD), 409/8, Deep Shikha Building, Rajendera Place, New Delhi in original under a covering letter.

Yours Faithfully,


(Renu K. Jagdev)
ADG (HRM)

Encls: As above.

Copy to The Member (P&V), for information Please.

Annexure 'A'

Details which should be given by the officer requesting for issue of "NRC"

Name of the officer:	
Period of missing APAR :	
Place of posting during the period:	
Name of the Reporting officer:	
Name of the Reviewing officer:	
Reason for not writing of APAR	

Annexure 'B'

F.No. 8/B/116/HRD(HRM)/APAR/2014

Directorate General of Human Resources Development
Ministry Of Finance
Department of revenue
Central Board of Excise & Customs,
409/8, Deepshikha Building,
Rajendra Place, New Delhi – 110 008

NO REPORT CERTIFICATE

(For the period from -----)

The ACR/APAR for the period ----- in respect of Shri -----
----- Chief Commissioner, has not been written. As both the Reporting and
Reviewing authorities have forfeited their right to report or review the APAR as per
DOPT instructions O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009 and DOR
O.M. No. 50050/4/2014-Per/HQ dated 04.04.2014. The period ----- in
respect of the ACR/APAR of Shri ----- Chief Commissioner may be treated
as '**No Report Period**'. After issue of this NRC, no ACR/APAR for the subject
period will be taken on record.

(Assistant Director/Assistant commissioner)

Copy to :-

1. CR dossier of of Shri -----, Chief Commissioner.
2. ADG (HRM), Central Board of Excise & Customs, 409/8, Deepshikha Building,
Rajendra Place, New Delhi – 110 008

Annexure 'C'

F.No. 8/B/116/HRD(HRM)/APAR/2014

Directorate General of Human Resources Development
Ministry Of Finance
Department of revenue
Central Board of Excise & Customs,
409/8, Deepshikha Building,
Rajendra Place, New Delhi – 110 008

NO REPORT CERTIFICATE
(For the period from -----)

The ACR for the period ----- in respect of Shri _____, Assistant Commissioner could not be written as either the Reporting Officer or the Reviewing Officer had not completed the 90 days period required for initiating the ACR. Hence the period ----- in respect of the ACR of Shri _____, Assistant Commissioner may be treated as “**No Report Period**”. After issue of this NRC, no ACR/APAR for the subject period will be taken on record.

(Assistant Director/Assistant commissioner)

Copy to :-

1. APAR dossiers of Shri _____, Assistant Commissioner
2. ADG (HRM), Central Board of Excise & Customs, 409/8, Deepshikha Building, Rajendra Place, New Delhi – 110 008