



**Directorate General of Human Resources Development
Central Board of Excise & Customs,
Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110 001
Fax: 011-23748050
(www.dghrdcbec.gov.in)**

F.No. 8/B/309/HRD(HRM)/APAR/2016

Dated: 29.06.2017

To

The Principal Chief / Chief Commissioners of Customs and Central Excise (All)
The Principal Director/ Director Generals of Customs and Central Excise (All)
The Commissioner I/C of Directorates (All)
The Commissioner, Settlement Commission (All)
The Commissioner, CESTAT(All)
The Commissioner, Authority of Advance Ruling(All),
The Chief Controller of Factory, Gwalior/Narcotics Gwalior.

Sir/ Madam,

Subject: Online writing of APARs for IRS(C&CE) officers of CBEC- reg.

DGHRD vide its letter number 28/1/BVS/HRD(HRM)/APAR/2017 dated 16.02.2017 had issued detailed guidelines for online writing of APAR using SPARROW. These detailed instructions include the timelines for workflow creation by the PAR Manager, APAR Generation by the Custodian and filling up section II of APAR by Officer Reported Upon etc.

2. Data for online writing of APAR was analyzed and it has been found that many APARs/NRCs have been wrongly created by the Custodians. DoPT O.M No 12/2/84-PP dated 17th December 1986 has laid down rules for NRCs/APARs. Some of the common mistakes made by Custodians and course correction for the same are mentioned below:-

(i) Custodians have generated APARs in their respective Commissionerate/Directorate even if the Officer Reported Upon has worked for less than 90 days under a single Reporting Officer. Necessary clarification for such cases is detailed in DoPT O.M No 12/2/84-PP dated 17th December 1986. Therefore in such cases no APAR needs to be written as APAR can only be written if 90 days period has been completed by Officer Reported Upon under one Reporting Officer.

(ii) NRCs have been generated by the Custodian, even if the total period for which the officer has not completed 90 days period under any single reporting officer, is less than 90 days. Necessary clarification for such cases

is detailed in DoPT O.M No 12/2/84-PP dated 17th December 1986. This O.M needs to be read with DGHRD instructions dated 03.09.2014 pertaining to missing period of APARs. The copy of the DGHRD letter is attached this email for reference. Further, it is clarified that **NRC cannot be generated for period less than 90 days.**

(iii) Multiple NRCs have been generated by the Custodians if Officer Reported Upon has worked under 2 different Reporting Officers for adjacent periods of less than 90 days each. For example- Officer has worked under one reporting officer from 01.04.2016 to 31.05.2016 under one reporting officer and from 03.06.2016 to 31.07.2016 under another reporting officer. Some custodians have generated 2 different NRCs pertaining to different periods i.e 01.04.2016 to 31.05.2016 and 03.06.2016 to 31.07.2016. It is clarified that **in such case only one NRC needs to be generated for the whole period (i.e. from 01.04.2016 to 31.07.2016) mentioning appropriate reason for generating NRC i.e. "officer has worked under 2 reporting officers for less than 90 days each".**

3. All Custodians are requested to go through the relevant O.M before creating workflow & generating APAR/NRC and to verify the correctness and make the necessary changes in the NRCs and APARs pertaining to above mentioned scenarios.

4. In case of any problem related to sparrow/APAR filing, the officers can send an email to the helpdesk at email id i.e. help.sparrowcbec@gov.in or they can contact Helpdesk telephonically. The details regarding helpdesk have been given on the homepage of DGHRD website.

Yours faithfully,


(Samriti Goel Saran)
Joint Director, DGHRD

डी.जी.एच.आर.डी. (D.G.H.R.D.)
क्र.सं. 5030-5090
दि. 30/6/17
प्रो.दि.