



**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/271/HRD(HRM)/APAR/Return/2015/Part-II/

Dated: .04.2017

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: Timely completion of APARs - reg.

Please refer to Board's F. No. C-50/10/2017-Ad.II dated 13.02.2017 wherein it has been observed that the time lines prescribed by DOPT for completion of APARs are not being strictly followed (copy enclosed).

2. It is, therefore, again reiterated that the instructions/guidelines issued by DOPT vide O. M. No. 21011/02/2009-Estt. (A) dated 16.02.2009 and O.M. No. 21011/01/2005-Estt. (A) (Pt. II) dated 23.07.2009 be followed in letter and spirit. All the officers working in your zone should be sensitized to strictly follow the time line and the process of completion of APAR be done in a time bound manner. If the same is not completed on or before the due date, then the Reporting Officer or the Reviewing Officer shall forfeit his right to enter any remark in the APAR beyond 30th June & 31st August of the year.

3. As you are aware that it is mandatory to file the APAR online from the year 2016-17. In this regard, the DGHRD has issued detailed instructions vide letter F. No. 28/1/BVS/HRD(HRM)/APAR/2017 dated 16.02.2017. The guidelines and timelines for filing APAR online in the SPARROW along with the general instructions, Frequently Asked Questions and the flowchart of APAR in the electronic environment have been given in the aforementioned letter. It is requested that the time lines specified in the aforementioned DOPT Office Memoranda dated 16.02.2009 and 23.07.2009 and the DGHRD letter dated 16.02.2017 be strictly followed

Encl: as above

0/c
3533-3593
17/4/17

Yours faithfully,

(Balesh Kumar)

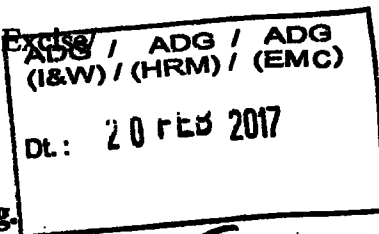
Additional Director General
(HRM-I)

File No. C-50/10 /2017-Ad-II
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise & Customs)

R.No.47B, North Block,
New Delhi dated 13 February 2017

To

All Chief Commissioners of Customs and Central Excise
All Director Generals under CBEC.



Subject: Timely completion of APARs -reg.

Sir/Madam,

I am directed to refer to DOPT's O.M. No. 21011/02/2009-Estt.(A) dated 16.2.2009 (copy enclosed) regarding timely completion of APARs.

2. It has been observed that the time lines prescribed by DOPT for completion of APARs are not being strictly followed. It is requested that instructions may be issued to all officers in your jurisdiction for strict compliance of the time lines for completion of APARs. They may be informed that if officers themselves do not submit their self appraisal in time to the reporting officer, No Report Certificate (NRC) will not be given, and this may affect their promotion.

Yours faithfully,

(S.A. Ansari)

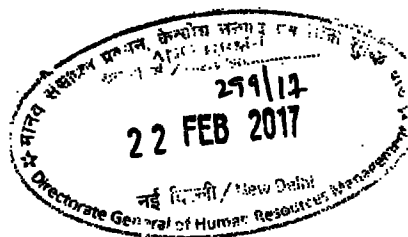
Under Secretary to the Government of India
Tel: 209 5529

Copy to :-

- (i) DGHRD, along with copy of D.O. letter dated 23.1.2017 of Secretary Revenue for compliance by all field formations.
- (ii) Webmaster to put up on website of CBEC.

(S.A. Ansari)

Under Secretary to the Government of India
Tel: 209 5529



No. 21011/02/2009-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated the 16th February, 2009

OFFICE MEMORANDUM

Subject:- Timely preparation and proper maintenance of ACRs.

The undersigned is directed to say that this Department has been emphasizing from time to time the need to complete the Annual Confidential Reports of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to ex-cadre posts, etc. A time schedule was prescribed for various stages in the matter of writing of Confidential Reports in this Department's O.M. No. 35014/4/83-Estt.(A) dated 23.9.1985. The writing of ACR is a public trust and responsibility. All Ministries/Departments are again requested to ensure that the time schedule for preparation of Confidential Reports and other instructions as laid down in this Department's O.M. dated 23.9.1985 are followed to ensure that ACRs are completed in time.

2. As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of ACRs for the relevant period, the matter of timely completion of ACRs was further reviewed in this Department and it has been found necessary to prescribe a time limit after which the Reporting/Reviewing Officer shall forfeit his right to record the ACR. It has been decided that while the time-limits prescribed in the aforesaid O.M. dated 23.9.1985 should be adhered to as far as possible, in case the ACR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR of the officer to be reported upon and he shall submit all ACRs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31st August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting/Reviewing Officers, also annex the schedule of dates as enclosed herewith. It shall also bring to the notice of the Secretary concerned in the case of Ministry/Department and the Head of the organization in the case of attached and subordinate offices, the names of those Group A and B Reporting Officers and Group A Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate/review the ACRs even by 30th June or 31st August as the case may be. The Secretary in the Department/Head of the organization in the case of attached/subordinate offices 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 and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

Contd.2/-

3. In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in para 2 above, a certificate to this effect shall be added in his ACR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

4. All the Ministries/Departments are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of ACRs. These instructions shall be applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organisation in the case of attached/subordinate offices and the Joint Secretary concerned in the Ministries/Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required 'No Report Certificate' for valid reasons.

5. Hindi version will follow.


(C.A. Subramanian)
Director

To
All Ministries/Departments of Govt. of India

Copy to:

- 1) Comptroller & Auditor General of India, New Delhi
- 2) Union Public Service Commission
- 3) Central Vigilance Commission, New Delhi
- 4) Central Bureau of Investigation, New Delhi
- 5) Lok Sabha/Rajya Sabha Secretariat
- 6) All attached and subordinate offices of the Ministry of Personnel, PG and Pensions
- 7) All officers and sections in the Ministry of Personnel, PG and Pension
- 8) NIC (DoP&T) for placing this Office Memorandum on the web-site of DoP&T
- 9) Hindi Section for Hindi version of the O.M.

Cond.3/-

TIME SCHEDULE FOR PREPARATION OF CONFIDENTIAL REPORTS

S.No.	Nature of Action	Date by which to be completed
1.	Distribution of blank CR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer <ul style="list-style-type: none">- Where self-appraisal by officer reported upon is prescribed.- Where self-appraisal by officer reported upon is not prescribed.- Where officer reported upon is himself a reporting officer for subordinates under him.	7 th May. 21 st April. 22 nd May.
4.	Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell.	<ul style="list-style-type: none">• 23rd May where the due date for the reporting officer is 7th May.• 7th May where the due date for the reporting officer is 21st April.• 5th June where the due date for the reporting officer is 22nd May

Important notice:

- (i) The Reporting Officer is requested to complete the ACRs as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period.
- (ii) Reviewing Officer is also requested to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period.