



**Directorate General of Human Resources Development
Central Board of Indirect Taxes & Customs,
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F.No.53/01/BVS/HRD(HRM-I)/Instructions & Circulars/APAR/2018 Dated: . 07.2018

To

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

Sir/Madam,

Sub:- Timely submission of APARs to officers who have retired

You would be aware that the Department of Personnel & Training instructions on writing of APAR stipulate that where a Reporting/Reviewing Officer retires, he may be allowed to give the report on his subordinates within one month of retirement.

2. All the officers are therefore reminded to ensure that in cases where an officer has retired, the APARs be timely submitted to them for reporting or reviewing, so that the APARs may be reported/reviewed within the stipulated period of one month of retirement of the said Reporting/Reviewing Officer.

3. All the PAR Managers and Custodians may also be sensitized that in cases, where the Reporting/Reviewing Officer has retired, the APARs be timely generated so that the report/review in such cases may be completed in time.

Yours faithfully,


(Samrati Goel Saran)
Addl. Director, HRM-1