



Directorate General of Human Resources Development  
Central Board of Excise & Customs,  
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F.No. 8/13/309/HRD(HRM)/APAR/Pt.III/2016

Dated: 21.11.2017

To,

The Principal Chief Commissioner / Chief Commissioner (All),  
The Principal Director General / Director General (All),  
The Principal Commissioner / Commissioners i/c of Directorates (All),  
The Principal Commissioner / Commissioner (All),  
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.

Sir/ Madam,

**Sub: Action to be taken by Custodians for APARs that have been force forwarded at both Reporting and Reviewing Authority Stages without entering grades.**

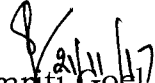
In case of APARs that have been force forwarded from Reporting and Reviewing Stages without any grade being entered by Reporting and Reviewing authority, NRC needs to be issued.

It is required that the Resume in the cases where it has been submitted by the Officer Reported Upon, should be present along with the NRC. Custodian is required to download Section I and II of such APARs, and print these. The Custodian should get the APAR deleted by mailing the APAR id to [help.sparrowcbec@gov.in](mailto:help.sparrowcbec@gov.in).

A NRC for the APAR period should be issued by competent authority manually mentioning the reason for NRC that Reporting and Reviewing officers have forfeited their right to report/review. The NRC along with Section I and II should be scanned and converted to a single PDF. The Custodian shall then generate a workflow for NRC for the time-period of APAR. He shall use the upload NRC option to upload the PDF containing NRC and Section I and II. The same is then required to be forwarded to the Officer reported upon for viewing.

This issues with the approval of the Principal ADG(HRM-I).

Yours faithfully

  
Samrati Goel Saran  
Joint Director (HRM-I)

7557-7617  
22/11/17

