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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
(HUMAN RESOURCES DEVELOPMENT)
2nd Floor, JLN Stadium, Pragati Vihar, New Delhi – 110003.

F.No. HRD/PM/APAR/403/SPARROW/2021-22/ 5164 Dated: 13/09/2021

To,

All Pr. CCIT(CCA)/ Pr. DGsIT/CCsIT/DGsIT

Subject: Closure of APAR for the Reporting Year 2019-2020 on SPARROW –reg.

Ref: 1. Letter F.No HRD/PM/APAR/403/SPARROW/2020-21/9817 dated 31/03/2021

2. Letter F.No HRD/PM/APAR/403/SPARROW/2021-22/4748 dated 26/08/2021

Respected Madam/Sir,

Kindly refer to the above.

2. It has been observed that despite issue of instructions vide letters under reference above, APARs of several Officers Reported Upon were still pending at the level of Reporting Authority or Reviewing Authority as on 31.08.2021. Further, a number of APARs were also found to be pending acceptance by the Officers concerned or pending with the custodians to be disclosed to the Officers Reported Upon. A number of representations were also shown as pending in the system.

3. It may be recalled that vide letter under reference (2) above, all Primary Custodians posted in your charge were apprised that the APAR cycle for 2019-20 would close on 31.08.2021 and all functionalities concerning APARs of RY 2019-20 at every stage would be disabled on 31.08.2021. However, in view of the pendency, it was decided by the Competent Authority that **all pending actions at the level of the Primary Custodians in O/o Pr. CCIT(CCA) could be done manually till 30.09.2021 as a one time measure only**. It was requested that all representation orders passed by the Competent Authorities in your charge and recommendations for 'No Report Certificates' and 'No Review Certificates' may be communicated to HRD, latest by 30.09.2021 for further necessary action. It was reiterated

communicated to HRD, latest by 30.09.2021 for further necessary action. It was reiterated that no communication from any region would be accommodated by the Directorate after the expiry of this timeline.

4. In continuation of the above letter, the list of the APARs of the Officers Reported Upon, where proceedings at any level are pending as on 31.08.2021 for RY 2019-20, has been extracted by HRD from the back end and appended as Annexures with the **Suggested Course Of Action for the APARs according to their stage of pendency.**

5. It is further stated that this Directorate will separately communicate names of the respective Officers Reported Upon posted in each CCA region whose APARs are pending for further necessary action at your end in consonance with the aforementioned annexures.

6. It is reiterated that the final timeline for completion of all pending actions at the level of the Primary Custodians in O/o Pr. CCIT(CCA) with respect to all APARs and completion of dossiers is 30.09.2021.

7. This issues with the approval of the Competent Authority.

Encls: as above

Yours faithfully,

13/9/21

(Smriti Bharadwaj)
Joint Director of Income Tax-2 (APAR),
HRD

Copy to : The Web manager, www.irsofficersonline.gov.in with a request to upload the letter

S. No.	Stage at which the APAR was pending on 31.08.2021	Suggested Course of Action	Relevant DoPT OM	Annexure
1.	Where the Officer Reported Upon (ORU) has not filed self-appraisal	Where the Officer Reported Upon has not submitted the self-appraisal timely on HRMS/SPARROW, and Reporting and Reviewing Authority have failed to initiate the APAR, the Competent Authority may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date and take action as per the relevant DoPT OM. The Primary Custodians are advised to check HRMS for the APARs filed during the first period of the RY 2019-20 to arrive at the net deficiency. The APAR dossier may then be completed by the Cadre Controlling Authorities after taking appropriate action as per the letters dated 31.03.2021 and 26.08.2021 of HRD.	OM No. 21011/02/2009-Estt.(A) dated 16.02.2009	
2.	ORU has filed self-appraisal timely but the APAR is pending with the Reporting Officer	As the Reporting Officers have forfeited their rights to make entry of any comments in prescribed time limit in view of DoPT OM No. 35014/4/83-Estt.(A) dated 23.09.1985 and DoPT OM No. 21011/02/2009-Estt.(A) dated 16.02.2009, No Report Certificate for ORU upto the grade of Pr.CsIT can be drawn by the CR Section and communicated manually to HRD for further necessary action. For ORU of the grade of CCsIT and above, manual recommendation for RY 2019-20 for No Report	DoPT OM No. 35014/4/83-Estt.(A) dated 23.09.1985 and DoPT OM No. 21011/02/2009-Estt.(A) dated 16.02.2009	Annexure 'A'

		Certificate may be communicated to HRD in view of this Office letter F. No. HRD/PM/APAR/403/SPARROW/2020-21/7705 dated 03.02.2021.		
3.	ORU has filed self-appraisal timely but the APAR is pending with the Reviewing Officer	As the Reviewing Officers have forfeited their rights to make entry of any comments in prescribed time limit in view of DoPT OM No. 35014/4/83-Estt.(A) dated 23.09.1985 and DoPT OM No. 21011/02/2009-Estt.(A) dated 16.02.2009, No Review Certificate for ORU upto the grade of Pr.CsIT can be drawn by the CR Section and communicated manually to HRD for further necessary action. For ORU of the grade of CCsIT and above, manual recommendation for RY 2019-20 for No Review Certificate may be communicated to HRD in view of this Office letter F. No. HRD/PM/APAR/403/SPARROW/2020-21/7705 dated 03.02.2021	DoPT OM No. 35014/4/83-Estt.(A) dated 23.09.1985 and DoPT OM No. 21011/02/2009-Estt.(A) dated 16.02.2009	Annexure 'B'
4.	The APAR is pending at stage "CR Section to Disclose"	In view of the closure of APAR cycle for RY 2019-20, all pending APARs have migrated to "Dossiers" tab of the SPARROW portal of respective ORU on 31.08.2021. Therefore, all such APARs are deemed to have been duly communicated/disclosed to the ORU on that date in compliance with DoPT guidelines. In such cases, if the ORU wishes to file any Representation, the same may be filed manually within 15 days from 31.08.2021, i.e. 15.09.2021 beyond which the timeline for Representation would close as per DoPT guidelines.		Annexure 'C'

5.	The APARs that are pending with ORU ("Officer Disclosure") for acceptance/ representation	Where the time period of 15 days from the date of disclosure/communication of APARs to ORU by CR Section have lapsed for filing of representation by the respective Officers, in accordance with the DoPT extended timelines for RY 2019-20 vide OM dated 11th June 2020, the APARs would be deemed to have been accepted. Where the 15 days' time period from the date of disclosure/communication of APAR to ORU has not lapsed, the representations may be manually communicated to the respective Cadre Controlling Authorities within 15 days of the disclosure as per the DoPT guidelines, if any ORU wishes to represent.	DoPT OM No. 21011/02/2015-Estt.(A-II)-Part II dated 11.06.2020; DoPT O.M. No. 21011/1/2005-Estt.(A)(Pt-II) dated 14th May, 2009	Annexure 'D'
6.	The Representations are pending with CR Section for disposal	All representations may be disposed off by passing of speaking orders by the Competent Authority in your charge and a copy of the representation application filed, order of disposal and the corresponding order sheet may be communicated to HRD, latest by 30.09.2021 for further necessary action by HRD (As per the letter F.No HRD/PM/APAR/403/SPARROW/2021-22/4748 dated 26/08/2021)	DoPT O.M. No. 21011/1/2005-Estt.(A)(Pt-II) dated 14th May,2009	Annexure 'E'
7.	The APARs are pending at stage "CR Section to Close"	Since all pending APARs have migrated to "Dossiers" tab of the SPARROW portal of respective ORU on 31.08.2021, the APAR cycle for 2019-20 shall be treated as closed.		Annexure 'F'

Reporting Year 2019-20 on SPARROW

Pending at the Level of Reporting Officer (Annexure-'A')			
S.No	**Organization**	Group-A	Group-B
1	CBDT-DEPUTATIONS	6	0
2	CBDT-IT-AP & TELANGANA	0	0
3	CBDT-IT-BIHAR & JHARKHAND	7	24
4	CBDT-IT-DELHI	29	60
5	CBDT-IT-DOR	0	1
6	CBDT-IT-GUJARAT	4	16
7	CBDT-IT-KARNATAKA & GOA	8	21
8	CBDT-IT-KERALA	0	0
9	CBDT-IT-MP & CHATTISGARH	1	2
10	CBDT-IT-MUMBAI	8	59
11	CBDT-IT-NADT	0	0
12	CBDT-IT-NAGPUR	1	3
13	CBDT-IT-NER (GUWAHATI)	0	0
14	CBDT-IT-NWR (CHANDIGARH)	5	1
15	CBDT-IT-ORISSA	0	2
16	CBDT-IT-PUNE	1	8
17	CBDT-IT-RAJASTHAN	0	5
18	CBDT-IT-TAMIL NADU	0	0
19	CBDT-IT-UP (EAST)	0	0
20	CBDT-IT-UP (WEST)	4	29
21	CBDT-IT-WEST BENGAL & SIKKIM	1	10
	Total	**75**	**241**

Reporting Year 2019-20 on SPARROW

Pending at the Level of Reviewing Officer (Annexure-'B')			
S.No	**Organization**	Group-A	Group-B
1	CBDT-DEPUTATIONS	3	0
2	CBDT-IT-AP & TELANGANA	1	2
3	CBDT-IT-BIHAR & JHARKHAND	19	60
4	CBDT-IT-DELHI	32	23
5	CBDT-IT-DOR	1	1
6	CBDT-IT-GUJARAT	4	27
7	CBDT-IT-KARNATAKA & GOA	43	48
8	CBDT-IT-KERALA	0	0
9	CBDT-IT-MP & CHATTISGARH	8	18
10	CBDT-IT-MUMBAI	17	154
11	CBDT-IT-NADT	2	0
12	CBDT-IT-NAGPUR	5	6
13	CBDT-IT-NER (GUWAHATI)	1	0
14	CBDT-IT-NWR (CHANDIGARH)	1	1
15	CBDT-IT-ORISSA	1	0
16	CBDT-IT-PUNE	16	27
17	CBDT-IT-RAJASTHAN	0	1
18	CBDT-IT-TAMIL NADU	0	4
19	CBDT-IT-UP (EAST)	2	0
20	CBDT-IT-UP (WEST)	9	18
21	CBDT-IT-WEST BENGAL & SIKKIM	9	34
	Total	**174**	**424**

Reporting Year 2019-20 on SPARROW

Pending at the Level of CR Section to Disclose (Annexure-'C')			
S.No	**Organization**	Group-A	Group-B
1	CBDT-DEPUTATIONS	0	0
2	CBDT-IT-AP & TELANGANA	0	0
3	CBDT-IT-BIHAR & JHARKHAND	0	0
4	CBDT-IT-DELHI	1	6
5	CBDT-IT-DOR	0	0
6	CBDT-IT-GUJARAT	1	9
7	CBDT-IT-KARNATAKA & GOA	0	1
8	CBDT-IT-KERALA	0	0
9	CBDT-IT-MP & CHATTISGARH	0	0
10	CBDT-IT-MUMBAI	0	0
11	CBDT-IT-NADT	0	0
12	CBDT-IT-NAGPUR	0	0
13	CBDT-IT-NER (GUWAHATI)	0	0
14	CBDT-IT-NWR (CHANDIGARH)	0	0
15	CBDT-IT-ORISSA	0	0
16	CBDT-IT-PUNE	0	0
17	CBDT-IT-RAJASTHAN	0	0
18	CBDT-IT-TAMIL NADU	0	0
19	CBDT-IT-UP (EAST)	0	0
20	CBDT-IT-UP (WEST)	0	0
21	CBDT-IT-WEST BENGAL & SIKKIM	0	0
	Total	**2**	**16**

Reporting Year 2019-20 on SPARROW

Pending at the Level of Officer Disclosure(Annexure-'D')			
S.No	**Organization**	Group-A	Group-B
1	CBDT-DEPUTATIONS	5	0
2	CBDT-IT-AP & TELANGANA	3	11
3	CBDT-IT-BIHAR & JHARKHAND	13	47
4	CBDT-IT-DELHI	78	130
5	CBDT-IT-DOR	2	1
6	CBDT-IT-GUJARAT	26	51
7	CBDT-IT-KARNATAKA & GOA	43	108
8	CBDT-IT-KERALA	0	1
9	CBDT-IT-MP & CHATTISGARH	20	69
10	CBDT-IT-MUMBAI	50	96
11	CBDT-IT-NADT	15	0
12	CBDT-IT-NAGPUR	9	21
13	CBDT-IT-NER (GUWAHATI)	0	0
14	CBDT-IT-NWR (CHANDIGARH)	15	12
15	CBDT-IT-ORISSA	2	1
16	CBDT-IT-PUNE	29	108
17	CBDT-IT-RAJASTHAN	0	2
18	CBDT-IT-TAMIL NADU	0	0
19	CBDT-IT-UP (EAST)	16	80
20	CBDT-IT-UP (WEST)	27	84
21	CBDT-IT-WEST BENGAL & SIKKIM	55	133
	Total	**408**	**955**

Reporting Year 2019-20 on SPARROW

Pending Representations (Annexure-'E')			
S.No	**Organization**	Group-A	Group-B
1	CBDT-DEPUTATIONS	2	0
2	CBDT-IT-AP & TELANGANA	1	2
3	CBDT-IT-BIHAR & JHARKHAND	2	2
4	CBDT-IT-DELHI	19	1
5	CBDT-IT-DOR	1	0
6	CBDT-IT-GUJARAT	1	1
7	CBDT-IT-KARNATAKA & GOA	11	2
8	CBDT-IT-KERALA	0	1
9	CBDT-IT-MP & CHATTISGARH	2	1
10	CBDT-IT-MUMBAI	4	3
11	CBDT-IT-NADT	0	0
12	CBDT-IT-NAGPUR	2	0
13	CBDT-IT-NER (GUWAHATI)	0	0
14	CBDT-IT-NWR (CHANDIGARH)	1	2
15	CBDT-IT-ORISSA	0	4
16	CBDT-IT-PUNE	1	0
17	CBDT-IT-RAJASTHAN	3	1
18	CBDT-IT-TAMIL NADU	0	0
19	CBDT-IT-UP (EAST)	0	0
20	CBDT-IT-UP (WEST)	4	7
21	CBDT-IT-WEST BENGAL & SIKKIM	1	2
	Total	**55**	**29**

Reporting Year 2019-20 on SPARROW

Pending at the Level of CR Section to Close (Annexure-'F')			
S.No	**Organization**	Group-A	Group-B
1	CBDT-DEPUTATIONS	1	0
2	CBDT-IT-AP & TELANGANA	19	9
3	CBDT-IT-BIHAR & JHARKHAND	0	3
4	CBDT-IT-DELHI	4	1
5	CBDT-IT-DOR	0	1
6	CBDT-IT-GUJARAT	5	18
7	CBDT-IT-KARNATAKA & GOA	2	55
8	CBDT-IT-KERALA	0	0
9	CBDT-IT-MP & CHATTISGARH	3	9
10	CBDT-IT-MUMBAI	7	10
11	CBDT-IT-NADT	3	0
12	CBDT-IT-NAGPUR	1	0
13	CBDT-IT-NER (GUWAHATI)	1	0
14	CBDT-IT-NWR (CHANDIGARH)	0	0
15	CBDT-IT-ORISSA	0	0
16	CBDT-IT-PUNE	5	24
17	CBDT-IT-RAJASTHAN	0	0
18	CBDT-IT-TAMIL NADU	1	0
19	CBDT-IT-UP (EAST)	3	12
20	CBDT-IT-UP (WEST)	0	10
21	CBDT-IT-WEST BENGAL & SIKKIM	4	17
	Total	**59**	**169**