



Government of India
Directorate General of Income Tax (HRD)
Central Board of Direct Taxes
ICADR Building, Plot No.6, Vasant Kunj, Institutional Area, Phase-II
New Delhi-110070

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F.No HRD/PM/410/2/2016-17/9095

Dated 13th Feb. 2017

To

**All Principal Chief Commissioners of Income tax (CCA),
Pr. Director Generals of Income Tax of Attached Directorates of the CBDT, and
Pr. Director General of Income Tax (Trg.), NADT, Nagpur**

Sub. Clarification regarding issue related with Online submission of APARs only through "APAR Management Module of HRMS" in the case of IRS officers from 01.07.2016 onwards and in the case of Group B officers from 01.09.2016 onwards - reg.

Madam/Sir,

Kindly refer to the above cited subject.

2. It has been mandated that online submission of APAR through HRMS in the case of IRS officers has to be done since 01/07/2016 and in the case of Group 'B' officers since 01/09/2016. This has been done with the objective to achieve the followings:
 - a. More probity and transparency in recording of APARs,
 - b. No loss of APARs in transition,
 - c. Better monitoring and timely completion,
 - d. Easy and immediate access to the dossiers by authorized users for facilitating promotion, deputation etc.

3. However, representations regarding difficulties being faced in online submission of APAR through HRMS have been received from the officers who have mid-way proceeded on depositions as also from those officers who do not have access to ITD or have not been provided RSA token. In such cases, IRS officers & Group 'B' officers (ITOs) of the Department, may submit their APARs **manually for the time-being till 31.03.2017 along with reasons for non-submission of APAR on HRMS. These APARs can be reported and reviewed in manual mode.**

.....contd.2

4. It may be noted that all APARs written after 01/04/2017 should be submitted online only.
5. The above may be brought to notice of all the officers of Group 'A' (IRS officers) & Group 'B' (ITOs) in your charge.
6. This issues with the approval of Chairman, CBDT.

Yours faithfully,

(Rajeev Kumar)
JDIT (PMD & HRMS)

Copy to:-

1. PPS to Chairman, CBDT for information.
2. PPS to Member (P &V) CBDT for information.
3. Web Manager, for www.irsofficersonline.gov.in & www.itgoa.org to upload it on the website.

Rajeev Kumar 13/02/17
JDIT (PMD & HRMS)