

F.No. HRD/PM/402/1/2015-16/2203
 GOVERNMENT OF INDIA
 MINISTRY OF FINANCE
 Central Board of Direct Taxes
 Directorate of income tax (HRD)

New Delhi, Dated the 13th July, 2015

OFFICE MEMORANDUM

The undersigned is directed to invite attention to the DOP&T O.M. F. No. 2/9/2015-EO (ACC) dated 18.05.2015 (copy enclosed) and state that APAR process for the financial year 2014-15 has to be completed positively by 31.12.2015 and further to state that due to the delay in printing and distribution of APARs for 2014-15, it has been decided to revise the time schedule for the financial year 2014-15 as per the table given below:

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR 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 be given)	31 st July
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (Where applicable)	15 th August
3.	Submission of report by reporting officer to reviewing officer.	01 st September
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	15 th September
5.	Appraisal by accepting authority, wherever provided	
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	01 st October
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication

8.	Forwarding of representation to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is (c) accepting authority for APAR	31 st October
9.	Disposal of representations by the competent authority	30 th November.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th December
11.	End of entire APAR process, after which the APAR will be finally taken on record	31 st December

2. The above revised time schedule is only for financial year 2014-15. The time schedule as per DOP&T O.M. No. 21011/1/2005-Estt (A) (Pt-II) dated 23.07.2009 should be strictly followed for subsequent years.

3. This issues with the approval of the Chairperson, CBDT.

Anisha Ghei
(ANISHA GHEI)

Asstt. Director of Income Tax (PMD) (HRD)

Copy to:-

1. All IRS officers (through the website www.irs-officersonline.gov.in)
2. All Pr. CCsIT(CCA) /All Pr. DsGIT/ DsGIT with request for wider circulation amongst all officers/officials.
3. Pr. DGIT (Admn.) with respect to file noting of this Dte dated 02.07.2015 in F. No. 10 (1)/DIT (PR, PP & OI)/APAR/ACR/2014-15 of DIT (PR, PP & OL).
4. Chairperson, CBDT/ Members, CBDT/JS(Admin), CBDT
5. Web Manager, for www.irs-officersonline.gov.in with the request to upload the O.M.



No.2/9/2015-EO(ACC)
 भारत सरकार
 कार्मिक और प्रशिक्षण विभाग
 कार्मिक, नोक शिकायत तथा पेंशन मंत्रालय
 नोर्थ ब्लॉक, नई दिल्ली 110001
 GOVERNMENT OF INDIA
 DEPARTMENT OF PERSONNEL & TRAINING
 MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
 AND PENSIONS
 NORTH BLOCK, NEW DELHI-110001

Dated: May 16, 2015

To

Cadre Controlling Authorities
 (as per the enclosed list)

Dear Sir/Madam,

I wish to bring to your kind attention the direction of ACC for inclusion of a specific provision in the relevant rules of Central Civil Services that APAR not completed by 31st December of the year would be treated as time barred. The details are as follow:

2. The ACC while considering a proposal for appointment of CMD in a PSU has observed that non-adherence to stipulated time lines in finalising APARs is a recurrent problem in all Sectors of the Government. Sometimes, it is the assesses who do not submit their self appraisals in time and sometimes the delay is due to Reporting/Reviewing/Accepting Authorities not adhering to the time-lines. Often cases of undated appraisal/comments are noticed and possibility of back dating can also not be ruled out.

3. With a view to address the above issues, the ACC has directed the Department of Public Enterprise (for CPSEs), Department of Financial Services (for PSBs, FIs and Insurance Companies) and all Cadre Controlling Authorities (for Central Civil Services in respect of cadres controlled by them) to include the following provision in the relevant rules governing the APARs of the Service:

"If an APAR for a Financial Year is not recorded by 31st December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self assessment in time."

4. It is suggested that the DPE, DFS and other Cadre Controlling Authorities may also introduce on-line filing of APAR. DOPT had launched on-line application christened as SPARROW w.e.f. 1st April, 2014 to enable the IAS officers to file their PARs online. The SPARROW can be tweaked/modified by the SPARROW team of NIC as per the specific requirements of the Services. In this regard, you may kindly refer to my earlier letter dated 21.04.2015(copy enclosed) indicating the advantages accrued from the implementation of on-line filing in respect of IAS officers and steps required to be taken for rolling out the on-line system to other Services.

5. The Department of Public Enterprise (for CPSEs), Department of Financial Services (for PSBs, FIs and Insurance Companies) and all cadre controlling authorities (for Central Civil Services in respect of cadres controlled by them) are, therefore, requested to comply with the directions of the ACC and also take steps as outlined in the para 5 of the enclosed letter for rolling out the online system.

6. An action taken report on para 3 and 4 above may be sent to this Department urgently for apprising the ACC accordingly.

Yours sincerely


 (Rajiv Kumar)
 Establishment Officer



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 का अधिकार

<http://persm.in.gov.in>