



**Directorate General of Income Tax [HRD]  
Central Board of Direct Taxes  
2<sup>nd</sup> Floor, ICADR Building, Plot No. 6,  
Vasant Kunj Institutional Area, Phase-II, New Delhi – 110070**

F.NO. HRD/PMD/444/4/2014-15/2016-17/4020

Dated: 26<sup>th</sup> August, 2016

**OFFICE MEMORANDUM**

**Sub: Preparation and submission of APARs of IRS Officers – reg.**

The undersigned is directed to invite attention to DoP&T's O.M. No. 21011/02/2009-Estt.(A) & 21011/1/2005-Estt.(A) dated 16-02-2009 and 23-07-2009 respectively (copy enclosed) and to say that following time schedule has been prescribed by DoPT for preparation/completion of APAR.

S.No.	Activity	Date by which to be completed
1.	Submission of self-appraisal to reporting officer by officer to be reported upon	15 <sup>th</sup> April
2.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
3.	Report to be completed by reviewing officer and sent to administration	31 <sup>st</sup> July

2. DoPT's O.M. dated 16.02.2009 also specifies that in case the ACR is **not initiated by the Reporting Officer** for any reason beyond 30<sup>th</sup> June of the year in which financial year ended, he shall forfeit his right to enter any remarks in the ACR. Similarly, the Reviewing Officer **shall also** forfeit his right to enter any remarks in the ACR beyond 31<sup>st</sup> August of the year in which financial year ended. It also specifies that the Secretary in the department/Head of the organization may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date.
3. In spite of specific instructions of the Department, officers are not submitting the self-appraisal within the stipulated time frame prescribed. The Reporting and Reviewing Officers are also not initiating the APARs of such officers who are not submitting their self-appraisal in time. The undersigned is directed to say that the time schedule for preparation and submission of APAR of IRS officer should be strictly adhered to. The following directions must also be followed while forwarding the APARs/recommending No Report/No Review Certificates: -

- i. In the APARs of officers relevant dates like date of submission of APAR, date of reporting and date of reviewing should be mentioned.

- ii. Names and Designation of Reporting and Reviewing officers in Section III and IV respectively should be mentioned in capital letters.
- iii. In the recommendation for No Report/No Review Certificate, date of submission of APAR to the Reporting / Reviewing Officers, date of reporting, names of Reporting and Reviewing officers and reasons for not submitting the APAR should always be mentioned. Also if No Report/No Review Certificate is recommended based on retirement of Reporting/Reviewing Officer, date of retirement should also be mentioned.
4. Further, following procedural aspects should also be kept in mind:
- (i) The officer reported upon should fill his/her name and Civil List Code in case of Group 'A' officers and Employee Code in case of others on each page of APAR.
- (ii) The Reporting Officer should place his/her signature and stamp on each page appraised by him/her. Similarly, the Reviewing Officer should also place his/her signature and stamp on each page reviewed by him/her.
- (iii) Any overwriting done in APAR by the officer reported upon or by the Reporting/ Reviewing Officer should be self-attested.
- (iv) Pasting of sheets while writing APAR should not be resorted to. DOP&T OM vide F.No. 21011/16/2014-Ett(A) dated 15-12-2014 clearly states that *"while writing the APAR's, the practice of fixing strips of paper typed, cut to size and pasted in appropriate columns of the APAR are being adopted by some of the officers reported upon, Reporting/Reviewing authorities and accepting/endorsing authorities without due self-attestation. As such an act is liable to tampering & misuse, it should not be resorted to under any circumstances"*.
5. All the CCA's are requested to circulate these instructions to the officers working under them and ensure strict compliance.

*Rajeev Kumar*  
(Rajeev Kumar) 26/08/2016  
Joint Director of Income Tax (PMD & HRMS)  
Directorate of HRD, New Delhi

To  
All Principal CCsIT (CCA)

**Copy to information to:**

1. OSD to Secretary (Revenue)
2. PPS to Chairperson/Member (P&V)/JS(A) CBDT.
3. Web Manager, [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) with the request to upload it on the website.

**No. 21011/1/2005-Estt (A) (Pt-II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**

North Block, New Delhi,  
23<sup>rd</sup> July, 2009

**OFFICE MEMORANDUM**

**Subject:-** Preparation and maintenance of Annual Performance Assessment Reports (APAR).

The undersigned is directed to invite the attention of the Ministries/Departments to the instructions contained in this Department's O.M. No. No. 21011/02/2009-Estt.(A) 16/02/2009 and O.M. of even number dated 14.05.2009 on the subjects of timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions:-

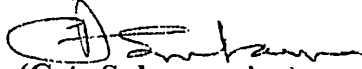
- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.
- (ii) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefor.
- (iii) Numerical grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc. for descriptive remarks.

3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

  
(C.A. Subramanian)  
Director

To

**All Ministries/Departments of Government of India**

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (v) All Staff Members of Departmental Council (JCM).
- (vi) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (vii) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T

Annexure-I

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

Annexure II**Assessment of work output (weightage to this Section would be 40%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

**Assessment of personal attributes (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time limit			
viii) Inter-personal relations			
Overall Grading on personal attributes			

**Assessment of functional competency (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly.  ii) Strategic planning ability  iii) Decision making ability  iv) Coordination ability  v) Ability to motivate and develop subordinates  Overall Grading on functional competency			

Annexure-III

Time schedule for preparation/completion of APAR  
(Reporting year- Financial year)

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 to be given)	31 <sup>st</sup> March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April.
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
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 <sup>st</sup> September  15 <sup>th</sup> September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority  (a) where there is no accepting authority for APAR  (a) where there is accepting authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November



No. 21011/02/2009-Estt.(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
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New Delhi, dated the 16<sup>th</sup> February, 2009

OFFICE MEMORANDUM

Subject:- Timely preparation and proper maintenance of ACRs.

The undersigned is directed to say that this Department has been emphasizing from time to time the need to complete the Annual Confidential Reports of all classes of employees in time for smooth consideration of cases pertaining to confirmation, promotion, deputation to ex-cadre posts, etc. A time schedule was prescribed for various stages in the matter of writing of Confidential Reports in this Department's O.M. No. 35014/4/83-Estt.(A) dated 23.9.1985. The writing of ACR is a public trust and responsibility. All Ministries/Departments are again requested to ensure that the time schedule for preparation of Confidential Reports and other instructions as laid down in this Department's O.M. dated 23.9.1985 are followed to ensure that ACRs are completed in time.

2. As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of ACRs for the relevant period, the matter of timely completion of ACRs was further reviewed in this Department and it has been found necessary to prescribe a time limit after which the Reporting/Reviewing Officer shall forfeit his right to record the ACR. It has been decided that while the time-limits prescribed in the aforesaid O.M. dated 23.9.1985 should be adhered to as far as possible, in case the ACR is not initiated by the Reporting Officer for any reason beyond 30<sup>th</sup> June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR of the officer to be reported upon and he shall submit all ACRs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31<sup>st</sup> August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting/Reviewing Officers, also annex the schedule of dates as enclosed herewith. It shall also bring to the notice of the Secretary concerned in the case of Ministry/Department and the Head of the organization in the case of attached and subordinate offices, the names of those Group A and B Reporting Officers and Group A Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate/review the ACRs even by 30<sup>th</sup> June or 31<sup>st</sup> August as the case may be. The Secretary in the Department/Head of the organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

Contd.2/-

3. In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in para 2 above, a certificate to this effect shall be added in his ACR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

4. All the Ministries/Departments are requested to kindly bring to the notice of all concerned the above instructions for future preparation and maintenance of ACRs. These instructions shall be applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organisation in the case of attached/subordinate offices and the Joint Secretary concerned in the Ministries/Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required 'No Report Certificate' for valid reasons.

5. Hindi version will follow.

  
(C.A. Subramanian)  
Director

To

All Ministries/Departments of Govt. of India

Copy to:

- 1) Comptroller & Auditor General of India, New Delhi
- 2) Union Public Service Commission
- 3) Central Vigilance Commission, New Delhi
- 4) Central Bureau of Investigation, New Delhi
- 5) Lok Sabha/Rajya Sabha Secretariat
- 6) All attached and subordinate offices of the Ministry of Personnel, PG and Pensions
- 7) All officers and sections in the Ministry of Personnel, PG and Pension
- 8) NIC (DoP&T) for placing this Office Memorandum on the web-site of DoP&T
- 9) Hindi Section for Hindi version of the O.M.