



**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/PMD/410/2/2016-17 /

Dated: 12<sup>th</sup> July, 2017

To,

**All Principal Chief Commissioners of Income Tax (CCA)/**  
**Principal Director Generals of Income Tax of Attached Directorates.**

Madam/Sir,

**Sub: Clarification related to APAR filling on HRMs using digital signature- Reg.**

Kindly refer to the above.

2. It has been noticed that many Group-A officers either have not logged into the HRMS (as per the annexure 'A') or if logged in, they have only saved their Basic Details through HRMS and not submitted the same to their respective DDOs(as per the annexure 'B'). Since, the last date of submitting APAR to HRMS using digital signatures is approaching fast, hence, an urgent action on the part of these officers is required.

3. Further, many DDOs (as per annexure 'C') have not yet verified the basic details submitted by the officers to them for verification. It is mentioned that the verification by the DDOs is necessary for APAR Management of HRMS and without this verification, initiation of APARs by the officers is not possible in such cases through HRMS. Hence, these DDOs are urgently required to verify the basic details submitted by the officers to them in HRMS. The supervisory Authorities of such DDOs should regularly monitor the actions to be taken by the DDOs.

**3.2 It is mentioned that the digital signature can be used only after registering the same on the HRMS module.**

4. In the above context, it is once again reiterated that APAR submission is a time bound process, therefore, if the officers are not able to login into HRMS or submit their APAR on HRMS or if the DDOs is not able to verify the details due to any technical reasons, they may contact the following:

a) Sh. Rajeev Kumar, ITO (PMD) (HRD)- 9013852678,  
Email: [rajeev.kumar@incometax.gov.in](mailto:rajeev.kumar@incometax.gov.in),

b) In case of technical issue please contact:

i. Sh. Kushal Bhardwaj (TCS) - 8860406000

ii. Shri Sanjay Bharti, Addl. DIT(S) – 9013853807  
email – [sanjay.k.bharti@incometax.gov.in](mailto:sanjay.k.bharti@incometax.gov.in)

iii. Shri Ajay. K Bhende, AD(S) – 9968626373,  
email -[ajay.bhende@incometax.gov.in](mailto:ajay.bhende@incometax.gov.in)

- iv. URL of helpdesk - <http://itbahelpdesk.incometax.gov.in>
- v. Help Desk Number – 0120-2811200  
Email Id – [support.hrms@incometax.gov.in](mailto:support.hrms@incometax.gov.in);
- vi. Help desk timings – 8.30 A. M. – 7.30 P.M. (Monday to Friday) ;

5. Further, some queries have been received regarding the exemption from filling APAR online through HRMS. In this regard letter of this Directorate F.No HRD/PM/410/2/2017-18/1087 dated 22.05.2017 is enclosed herewith and, it is hereby clarified that:

a) Manual submission of APARs may be accepted with the approval of HoD, in case the IRS officers or others proceed on deputation to other organization/ministries **any time** during the financial year. However, if he has completed more than 90 days in the parent cadre, he must compulsorily submit the APAR on HRMS using digital signatures for that period.

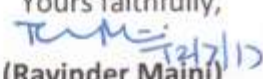
b) If the reviewing officer is from outside service, e.g. Large Taxpayer Unit, the officers and others shall take a printout of APAR duly reported on HRMS using digital signatures and get it reviewed on paper and forward the same to the directorate of HRD with a certificate of concerned Pr.CCIT .

c) If the IRS officers or others stationed where ITBA nodes are not available any of the offices located at that station, he may submit the APAR in paper format, for reporting and review such APAR should be forwarded the same to the directorate of HRD with a certificate of concerned Pr.CCIT regarding non-availability of nodes at that station.

6. The above may be brought to the notice of all officers in your charge.

7. Further, this office vide letter F.No. HRD/PMD/HRMS/410/2/2010-11/part file/1966 dated 04.07.2017 had requested the details of officials nominated to the helpdesk for the purposed of coordination among HRD and the officers/officials of your charge, to deal with the matter related to HRMS and APARs. However, the requisite details are still awaited. You are requested to forward the details of such officials at the email id [rajeev.kumar@incometax.gov.in](mailto:rajeev.kumar@incometax.gov.in) at the earliest.

**Encl. As above**

Yours faithfully,  
  
(Ravinder Maini)  
JDIT (PMD & HRMS)

**Copy to:**

The web Manager, for upload it to [www.irsofficeronline.gov.in](http://www.irsofficeronline.gov.in) website.

  
12/7/2017  
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CCWBG	RANU BISWAS	ranu.biswas@incometax.gov.in	9477331468
CCWBG	SADHANKUMARKUNDU	sadhan.k.kundu@incometax.gov.in	9432340067
CCWBG	SAILEESANJAYDHOLE	sailee.s.dhole@incometax.gov.in	9011916363
CCWBG	SANDEEP CHAUBE	sandeep.chaube@incometax.gov.in	9540058877
CCWBG	SANJAY KUMAR	ajay.k.gupta1@incometax.gov.in	9477331527
CCWBG	SANJAY KUMAR	sanjay.kumar51@incometax.gov.in	9971798030
CCWBG	SITA KRISHNAMOORTHY	sita.krishnamoorthy@incometax.gov.in	9952975314
CCWBG	SOMASHREE BANDHU(BASU)	somashree.bandhu.basu@incometax.gov.in	8902198322
CCWBG	SOMESUBHRA GUPTA	somesubhra.gupta@incometax.gov.in	8902196677
CCWBG	SUKUMAR SARKAR	sukumar.sarkar@incometax.gov.in	8902198753
CCWBG	SUMITKUMARJHA	sumit.k.jha@incometax.gov.in	8902351112
CCWBG	SUNITAKUMARIKESHWANI	sunita.k.keshwani@incometax.gov.in	8902198323
CCWBG	SURJAKUMARKHATI	surja.k.khati@incometax.gov.in	8902199793
CCWBG	SUSHANTAKUMARBISWAS	sushanta.k.biswas@incometax.gov.in	9477330529
CCWBG	TANUJKUMAR NEOGI	tanuj.k.neogi@incometax.gov.in	8986911538
CCWBG	TUDU BIMALENDU	tudu.bimalendu@incometax.gov.in	8939360673
CCWBG	UTPAL BARAI	utpal.barai@incometax.gov.in	9477331873
CCWBG	VIJAY SHANKAR	vijay.shankar@incometax.gov.in	9969233260

**Annexure- B: List of Officers, who have only saved their Basic Details through HRMS and not submitted the same to their respective DDOs**

CCA Region	Employee Name	Email ID	Mobile Number
CCAPR	CHILAKALA RAJESWARA REDDY	chilakala.r.reddy@incometax.gov.in	8985970052
CCAPR	AMISHASRIVASTAVAGUPT	amisha.s.gupt@incometax.gov.in	8985970324
CCAPR	APPALARAJUVADDADI	appala.r.vaddadi@incometax.gov.in	8985970088
CCAPR	RANGARAOK	k.rangarao@incometax.gov.in	8985970151
CCAPR	S B R KUMAR LAGHIMSETTI	s.b.r.k.laghimsetti@incometax.gov.in	8985971250
CCAPR	V UDAYA BHASKAR	v.udayabhaskar@incometax.gov.in	9445953193
CCBPL	KAPIL KAPOOR	kapil.kapoor@incometax.gov.in	9406887547
CCBPL	MAYA MAHESHWARI	maya.maheshwari@incometax.gov.in	9406717283
CCBPL	MUKHENDUSINGH PAWAR	mukhendu.s.pawar@incometax.gov.in	9406718181
CCBPL	PRAFULLAKUMARMISHRA	p.k.mishra@incometax.gov.in	7587190481
CCBPL	SANTSARAN MANTRI	s.s.mantri@incometax.gov.in	9449044249
CCBPL	SURESH CHAND MEENA	suresh.chand.meena@incometax.gov.in	9969236948
CCCHE	DR ROOPA I P	roopa.ip@incometax.gov.in	9445955096
CCCHE	KANCHANRAMMEENA	kanchan.r.meena@incometax.gov.in	9445467532
CCCHE	MURUGAN PALANICHAMY	m.palanichamy@incometax.gov.in	9445954144
CCCHE	SAMBASIVAN SURESH KUMAR	sambasivan.sureshkumar@incometax.gov.in	9940394278
CCCHE	SUNDARAPPA NATARAJA	sundarappa.nataraja@incometax.gov.in	9445467476
CCCHE	V MAHALINGAM	v.mahalingam@incometax.gov.in	9445599597
CCCHE	VENKATARAMAN SWARNALATHA	v.swarnalatha@incometax.gov.in	9445954126
CCDEL	AMRITASINGHAHUJA	amrita.s.ahuja@incometax.gov.in	9013851372
CCDEL	ANUPMA JAIN	anupma.jain@incometax.gov.in	9013850912
CCDEL	DEBASIS ROY	debasis.roy@incometax.gov.in	9477331150
CCDEL	GANESH PRASAD	ganesh.prasad@incometax.gov.in	8902195848
CCDEL	GIRISH PARIHAR	girish.parihar@incometax.gov.in	9013851032
CCDEL	KUMAR ABHINAV	kumar.abhinav@incometax.gov.in	9013850968
CCDEL	NAVEEN CHANDRA	naveen.chandra@incometax.gov.in	9477331192
CCDEL	NEERAJ KUMAR	neeraj.kumar1@incometax.gov.in	9013852765
CCDEL	OM PARKASH	om_parkash@incometax.gov.in	9013854561
CCDEL	PIYUSHKUMAR KOTHARI	piyush.k.kothari@incometax.gov.in	9013851793
CCDEL	POONAMKHAIRASIDHU	punam.k.sidhu@incometax.gov.in	9013851894
CCDEL	PRADEEPKUMARAMBASTHA	pradeep.k.ambastha@incometax.gov.in	9013850546
CCDEL	RAJAT KAPOOR	rajat.kapoor@incometax.gov.in	9013853321
CCDEL	ROHITDEOJHA	rohit.d.jha@incometax.gov.in	9013851636
CCDEL	ROLI KHARE	roli.khare@incometax.gov.in	9013853811
CCDEL	SANJAY KUMAR	sanjay@incometax.gov.in	9013850895
CCDEL	SAURABH GUPTA	saurabh.gupta2@incometax.gov.in	8750400870
CCDEL	SHYAMAS BANSIA	shyama.s.bansia@incometax.gov.in	9013854229
CCDEL	SULEKHA VERMA	sulekha.verma@incometax.gov.in	9013853668
CCDEL	SWATI JOSHI	swati.joshi@incometax.gov.in	9013851543
CCDEL	T JAMES SINGSON	t.j.singson@incometax.gov.in	9013853105
CCDEL	TAIGANGJOHNMARINGMEI	john.maringmei@incometax.gov.in	9013854028
CCDEL	VIJAYKUMAR JIWANI	vijay.k.jiwani@incometax.gov.in	9013852398
CCDEL	VINOD KUMAR TIWARI	vinod.k.tiwari@incometax.gov.in	9013850603

CCA Region	Employee Name	Email ID	Mobile Number
CCDEL	YAGYASAINI KAKKAR	yagyasaini.kakkar@incometax.gov.in	9891407414
CCGHY	ANIMESH BHATTACHARJEE	animesh.bhattacharjee@incometax.gov.in	9477331515
CCGHY	NITUTSERING GLOW	nitu.t.glow@incometax.gov.in	9477330637
CCGUJ	ASHOKKUMARKHANDELWAL	akkhandelwal62@incometax.gov.in	9408791008
CCGUJ	PRANAVKUMARJAYANTILALUPADHYAY	p.j.upadhyay@incometax.gov.in	9408792562
CCGUJ	SHYAMSUNDERRATHI	shyam.rathi@incometax.gov.in	9408790816
CCKAR	GOPAL RAMESHA	ramesha.g@incometax.gov.in	8762301350
CCKAR	SAJITKUMARPUDHIYADATH	sajit.kumarp@incometax.gov.in	8562302525
CCKNP	AJAY KUMAR	ajay.kumar8@incometax.gov.in	7599102642
CCKNP	ALKESH UTTAM	alkesh.uttam@incometax.gov.in	7599102332
CCKNP	AMARSINGHRANA	amar.s.rana@incometax.gov.in	7599102125
CCKNP	ASHOKKUMAR TRIPATHI	ashok.k.tripathi@incometax.gov.in	7599101029
CCKNP	DURGACHARAN DASH	durga.c.dash@incometax.gov.in	7599101149
CCKNP	GARIMA CHAUDHRY	garima.chaudhry@incometax.gov.in	9415580598
CCKNP	KAVITA MEENA	kavita.meena@incometax.gov.in	9503813365
CCKNP	KIRAN MISHRA	kiran.mishra@incometax.gov.in	7599101101
CCKNP	LALJISINGH YADAV	lalji.s.yadav@incometax.gov.in	7599102742
CCKNP	NEEHARRANJAN PANDEY	neehar.r.pandey@incometax.gov.in	7599102138
CCKNP	PRIYA SAHU	priya.sahu@incometax.gov.in	7599102768
CCKNP	RENUKAJAIN GUPTA	renuka.j.gupta@incometax.gov.in	9811006473
CCKNP	SUNIL KUMAR	sunil.kumar4@incometax.gov.in	9464584175
CCKNP	SURENDARKUMAR JATAV	surendra.jatav@incometax.gov.in	7599102080
CCKRL	KALANDI MALAYIL ASOK KUMAR	km.asok.kumar@incometax.gov.in	8547000665
CCKRL	PALUTHODIYIL CHANDRAMOHAN	p.chandramohan@incometax.gov.in	8547000471
CCKRL	PAUL JAWAHAR	paul.jawahar@incometax.gov.in	9445955832
CCKRL	RAMACHANDRANKOYADANKOROTH	kk.ramachandran@incometax.gov.in	8547000012
CCKRL	SUDHANSHUSHEKHAR JHA	sudhanshu.s.jha@incometax.gov.in	9821033226
CCLKN	VINEET	vineet@incometax.gov.in	9013853402
CCLKN	GYANDEV SINGH	gyan.d.singh@incometax.gov.in	8005445001
CCLKN	JEOTSNA JHRI	jeotsna.jhri@incometax.gov.in	9818361040
CCLKN	SANJIV MAHAJAN	sanjiv.mahajan@incometax.gov.in	8005446250
CCLKN	VIVEK MISHRA	vivek.mishra@incometax.gov.in	8005446903
CCMUM	BABITAYASHWANTSURVE	babita.surve@incometax.gov.in	9969230371
CCMUM	DEEPIKA ARORA	deepika.arora@incometax.gov.in	9969236434
CCMUM	LEKHA KUMAR	lekha@incometax.gov.in	9408790010
CCMUM	SANJIT KUMAR MITRA	sanjit.k.mitra@incometax.gov.in	8986912116
CCNGP	ASHOK RAMAJI NINAWA	ashok.r.ninawa@incometax.gov.in	9969237410
CCNGP	SUBRAMANYAM V VSARMA	subramanyam.sarma@incometax.gov.in	7588630095
CCNWR	AJAY GOYAL	ajay.goyal@incometax.gov.in	9468400499
CCNWR	AJAY KUMAR	ajay.kumar11@incometax.gov.in	9530704130
CCNWR	JAGDEEPKUMAR GOEL	jagdeep.k.goel@incometax.gov.in	9530703345
CCNWR	MANU MALIK	manu.malik@incometax.gov.in	9468400494
CCNWR	RAJESH KUMAR	rajesh.kumar67@incometax.gov.in	9650315306
CCNWR	SEEMA DHANKHAR	seema.dhankhar@incometax.gov.in	9468400506

CCA Region	Employee Name	Email ID	Mobile Number
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CCNWR	YOGENDER CHAUDHRY	yogender.chaudhry@incometax.gov.in	9868943150
CCPNE	ABHIJIT HALDER	abhijit.halder@incometax.gov.in	7588182125
CCPNE	ADITYAMANOHARSAOLE	aditya.m.saole@incometax.gov.in	7588182060
CCPNE	BEENA SANTOSH	beena.santosh@incometax.gov.in	9969233200
CCPNE	MAHESHDEORAMAKHADE	mahesh.d.akhade@incometax.gov.in	7588181917
CCPNE	MRUNMAYPRAKASHRAMTEKE	mrunmay.p.ramteke@incometax.gov.in	9422801094
CCPNE	NANDITA KANCHAN	nandita.kanchan@incometax.gov.in	7588182374
CCPNE	NISHTHA TIWARI	nishtha.tiwari@incometax.gov.in	7588181614
CCPNE	RAJNIRANI ROY	rajni.r.roy@incometax.gov.in	9969234598
CCPNE	RATNAKARBHIMRAOSHELAKE	ratnakar.b.shelake@incometax.gov.in	7588182059
CCPNE	SANJAYKUMAR RASTOGI	sanjay.k.rastogi@incometax.gov.in	7588182212
CCPTN	DEORAJ SINGH	deoraj.singh@incometax.gov.in	8986911984
CCPTN	KUMARRAKESHANJAN	kumar.r.ranjan1@incometax.gov.in	8986911978
CCPTN	MANAS MONDAL	manas.mondal@incometax.gov.in	9477331004
CCPTN	NIMISHA SINGH	nimisha.singh@incometax.gov.in	8986912294
CCRJN	ARVIND KUMAR	arvind.kumar1@incometax.gov.in	8986912200
CCRJN	KAILASH CHANDRA GUPTA	kailash.c.gupta@incometax.gov.in	9530400068
CCRJN	VARINDER MEHTA	varindermehta@incometax.gov.in	9530400777
CCSHR	APARNA VILLURI	aparna.villuri@incometax.gov.in	8985972300
CCSHR	ASHWANIKUMARSINGAL	ashwani.k.singal@incometax.gov.in	8986912248
CCSHR	JAYASHREEMAHENDRATHAKUR	jayashree.m.thakur@incometax.gov.in	9404952396
CCSHR	JYOTHIS MOHAN	jyothis.mohan@incometax.gov.in	9969234284
CCSHR	NARENDRAPRASAD SINHA	npsinha@incometax.gov.in	9968626503
CCSHR	NARESHKUMARGOEL	naresh.k.goel@incometax.gov.in	7599102203
CCSHR	POOJA RASTOGI	pooja.rastogi@incometax.gov.in	7588181448
CCSHR	PRIYA GOEL	priya.goel@incometax.gov.in	9810531778
CCSHR	SANJEEVKUMAR CHAHAR	sanjeev.k.chahar@incometax.gov.in	9408794089
CCWBG	ANUP BISWAS	anup.biswas@incometax.gov.in	8902197791
CCWBG	ASHISHKUMARSRIVASTAVA	ashish.k.srivastava1@incometax.gov.in	9837761163
CCWBG	ASIMKUMARHALDER	asim.k.halder@incometax.gov.in	9831024119
CCWBG	GAURAV KANAUJIA	gaurav.kanaujia@incometax.gov.in	9800015000
CCWBG	GOLLAPINNI MALLIKARJUNA	gollapanni.mallikarjuna@incometax.gov.in	9477331987
CCWBG	KALYAN XALXO	kalyan.xalxo@incometax.gov.in	9431371955
CCWBG	MINTU ROY	mintu.roy@incometax.gov.in	8902198568
CCWBG	PRIYABRATAPRAMANIK	priya.b.pramanik@incometax.gov.in	9433131726
CCWBG	RADHEY SHYAM	radhey.shyam@incometax.gov.in	7599102333
CCWBG	RAJIBKUMARSAHA	rajib.k.saha@incometax.gov.in	8902195726
CCWBG	RAJU LEPCHA	raju.lepcha@incometax.gov.in	9734131857



**Annexure C: DDOs who have not verified the basic details submitted by the Employees**

CCA Region	Employee Name	DDO Name
	GIRIJAVENKATA	
CCAPR	PRASADANISSETTY	NIDHI AGARWAL
CCAPR	KOTHINTI ELEPHAZ SUNIL BABU	SUBRAMANIAN SRINIVAS KHANNA
CCAPR	PRABHAT KUMAR GUPTA	SANDHYA RANI KURE
CCBBN	SOVESH CHANDRA MOHANTY	NIRANJAN SAHOO
CCBPL	HARIPRASAD MEENA	RASHTRAPAL BAGDE
CCBPL	SANJAY KUMAR	RAJESHKUMARSINGH
CCBPL	SANTOSH KUMAR	ALKA MALIK
CCBPL	SHYAMRAO AMBEDKAR	KALPANA SRIVASTAVA
CCCHE	C O FRANCIS	NAALIKKALPATTIARDHANARISAROJA
CCCHE	PRAMOD NANGIA	KESAVAN SARAVANAN
CCCHE	PRASADS V MMONDEPU	RANGASAMY SHANMUGAM
CCCHE	VINCENT JOSEPH CHOWALLOOR	RAMASAMY SARASWATHI
CCCHE	WILLIAMS VINCENT SANKEY RAJ	KULATHU RAMAIAH
CCDEL	ABHISHEK ANAND	YOGINDERSINGHRAWAT
CCDEL	ABHISHEK KUMAR	RAJESH KUMAR
CCDEL	ANIL KUMAR SHARMA	AWADH KUMAR
CCDEL	ANITA VERMA	PRASHANT SHUKLA
CCDEL	ANURAG SHARMA	RAJESH KUMAR
CCDEL	ASHISH SINHA	YOGINDERSINGHRAWAT
CCDEL	BALWAN CHAUHAN	PRASHANT SHUKLA
CCDEL	BIRENDRAKUMAR GUPTA	RAJESH KUMAR
CCDEL	DAL CHAND	PRASHANT SHUKLA
CCDEL	DEEPAK GARG	PRASHANT SHUKLA
CCDEL	DEEPAK SEHGAL	YOGINDERSINGHRAWAT
CCDEL	DESH BANDHU	SUNILKUMARSHARMA
CCDEL	DHIRENDRA KUMAR MISHRA	PRASHANT SHUKLA
CCDEL	GAURAV PUNDIR	PRASHANT SHUKLA
CCDEL	JAISHREE SHARMA	AASTHA LAKSHMI
CCDEL	LALIT KISHORE	SUNILKUMARSHARMA
CCDEL	MANOJ KUMAR	PRAMILA RAWAT
CCDEL	MEETA NAMBIAR	SHARMISHTHA GUPTA
CCDEL	MITALI MADHUSMITA	PRASHANT SHUKLA
CCDEL	PEEYUSH JAIN	PRASHANT SHUKLA
CCDEL	POOJA HALI	PRASHANT SHUKLA
CCDEL	RAJ TANDON	CHITRA GUPTA
CCDEL	RAMSWAROOP AMBEDKAR	JASWANT SINGH
CCDEL	RAVINDER MAINI	AASTHA LAKSHMI
	SACHCHIDANAND	
CCDEL	KAMLAPRASAD PANDEY	NIDHI SEHGAL
CCDEL	SAMPOORNANAND	RAJESH KUMAR
CCDEL	SATENDER SINGH RANA	PRASHANT SHUKLA
CCDEL	SATPAL GULATI	MAHESH CHAND
CCDEL	SHALINI VERMA	PRAMILA RAWAT
CCDEL	SITESH VERMA	ROHTAS SINGH
CCGHY	SUDHA KUMARI	BINODCHANDRARAMSIARY

CCA Region	Employee Name	DDO Name
CCGUJ	ELSY MATHEW	JAYSUKHBHAICHHOTUBHAIRATHOD
CCGUJ	KRISHNA KUMAR ATMARAM	HEMANTUPENDRABHONDE
CCGUJ	MEENAKSHI DOHARE	JYOTINDRAKANTILALKAKKAD
CCGUJ	SUMIT KAUR	VIRENDRA KUMAR
CCKAR	AJAY LAL CHAND SONEJI	LAKSHMINARAYANVERNEKAR
CCKAR	ASHOK KUMAR SINHA	AJAY KUMAR
CCKAR	RAJESH HOMA PARDESHI	R JAYAPAL
CCKAR	SRIKANTH REDDY	UDAYAKUMAR UMAPATHY
CCKNP	ANURADHA	ASHOKKUMARGAUTAM
CCKNP	HARISH KUMAR	SOURABH ANAND
CCKNP	KAMAL KUMAR	SHYAMSUNDERGAUR
CCKNP	MUKUL KUMARJAIN	DR. ANIL KUMAR
CCKNP	RAJARSHI DWIVEDY	PRABHAT KUMAR
CCKNP	RAJESH KUMAR GUPTA	RADHA KAKARIA
CCKNP	SHIVRAJ SINGH CHAHAL	VAKEELAHMEDKHAN
CCKNP	SUBIR CHATTERJEE	DINESHKUMARSINGH
CCKRL	JOSEPH SIVA SUBRAMANIAN	KIZHAKKEDATHUGEORGEJOHN
CCKRL	MANIKATHPUTHANVEETURAJAN	THOLANA NEERAJA KUMARI
	OM PRASAD UNNIKRISHNAN	
CCKRL	MENON	THITTETHARAPURUSHOTHAMANHARIHARADMAJAN
CCKRL	V SUPRAJA	SARATH CHANDAR SUSILA
CCLKN	ANKITA SINGH	HIMANSHU KUMAR
CCLKN	DILIP NARAIN	RATANRRABHABHATNAGAR
CCLKN	GEETMALA MOHANANEY	VINODKUMARRAI
CCLKN	MANJU THAKUR	RAJESHPRATAPSINGH
CCLKN	NIDHIVERMA SINGH	ASHISH BAJPAYEE
CCLKN	UMESH KUMAR	VINODKUMARRAI
CCLKN	VINODKUMARDUBEY	LAXMI SHUKLA
CCMUM	ANUPAMA SINGLA	MADHAVNANASAHEBDESHMUKH
CCMUM	ASHOK KUMAR JHA	MADHAVNANASAHEBDESHMUKH
CCMUM	ASHOK KUMAR PANDEY	DAMAYANTI NAG
CCMUM	B D VISHNOI	MADHAVNANASAHEBDESHMUKH
CCMUM	JAINENDRA KUMAR	SKJAHADULALI
CCMUM	JANARDHAN NAIR	MADHAVNANASAHEBDESHMUKH
CCMUM	MILIND VINAYAKRAJ GURU	MADHAVNANASAHEBDESHMUKH
CCMUM	RAHUL SINGH	MADHAVNANASAHEBDESHMUKH
CCMUM	RAJESH KUMAR MISHRA	MAHESHKUMARRAO
CCMUM	SUJOY KUMAR SAMANTA	MADHAVNANASAHEBDESHMUKH
CCMUM	TANAY SHARMA	MADHAVNANASAHEBDESHMUKH
CCMUM	VENKANNA TEJAVATH	MADHAVNANASAHEBDESHMUKH
CCNAD	DHRUVAPURARI SINGH	ARCHANASANDEEPBHUSARI
CCNGP	MANOJ KUMAR MISHRA	ASHOKSHYAMRAOAMBULE
CCNGP	NARENDRA MANOHAR KANE	SACHINSUDHAKARJAMBHEKAR
CCNWR	ANURADHA MOOKERJEE	CHATURBHUI SHARMA
CCNWR	HIMANSHU ROY	JANAKARCHANAZADOO
CCNWR	PRABHJOT KAUR	CHAMANLAL NEGI
CCNWR	RAJESH KUMAR DHANESTA	JANAKARCHANAZADOO
CCNWR	SANJEEV KUMAR YADAV	VINOD KUMAR

CCA Region	Employee Name	DDO Name
CCNWR	YASHENDER GARG	SHAMLALGUPTA
CCPNE	ARVIND NARASINHHONAVAR	SANJAYJANARDANGAIKWAD
CCPNE	KUMAR ARBIND BHARDWAJ	GURUDASVAMANKATDARE
CCPNE	NAGANATHBHIMARAOPASALE	SANJAYVISHWANATHANIYER
CCPTN	INDRAJIT RAVI DAS	KUMAR BIJENDRA
CCPTN	RAJAT DATTA	KHALIL AHMAD
CCPTN	SHOUVIK GUHA	MITHILESH KUMAR
CCPTN	SHYAM KUMAR	KHALIL AHMAD
CCPTN	VIJAY BHASKAR	AJAYKUMARBHATTA
CCPTN	VIRBIRSA EKKA	HEMANTKUMARSINHA
	JAYARAGAVAN	
CCSHR	BALASUBRAMANIAN	B SUNDARAMOORTHY
CCSHR	RAKESH KUMAR	SATISH GARG
CCSHR	RAMPYARERAM	DAMAYANTI NAG
CCSHR	SANGEET BANSAL	SATISH GARG
CCSHR	SAUMYA MISHRA	MAHESH CHAND
CCSHR	SUDHAKAR KAMALAKAR DHUVE	MADHAVNANASAHEBDESHMUKH
CCSHR	SUSANTA SAHA	DAMAYANTI NAG
CCSHR	VAMSI KRISHNA KOTAPATI	SUNDERLALGAIROLA
CCWBG	RAJEEV KUMAR	SIBNATH MURMU
CCWBG	ABHIJIT GHOSH	AKASH DE
CCWBG	ANURAG S DARIA	DAMAYANTI NAG
CCWBG	DINABANDHU NASKAR	DAMAYANTI NAG
CCWBG	GAUTAM PATRA	KHALIL AHMAD
CCWBG	MADHUMALTI GHOSH	AJAY KUMAR
CCWBG	PRADIP MAITRA	DAMAYANTI NAG
CCWBG	RAMBILASHMEENA	SUBHRA CHAKRABORTY
CCWBG	SUBRATA DHAR	DAMAYANTI NAG
CCWBG	SUMEET KUMAR	AMITKUMARBHATTACHARYA
CCWBG	TSERING MAJUMDER	SIBNATH MURMU

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Central Board of Direct Taxes  
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F.No HRD/PM/410/2/2017-18/ 1087

Dated: 22<sup>nd</sup> May, 2017

To

All the Principal Chief Commissioners of Income-Tax (CCA)/  
Principal Director Generals of Income Tax (of Attached Directorates).

**Subject: Online Submission of APARs by IRS officers and ITOs only through  
"APAR Management Module of HRMS" - reg.**

Madam/Sir,

Kindly refer to the above subject.

2. It has been decided by the Competent Authority that manual submission of APARs may be accepted with the approval of the HOD in the following circumstances:
  - i. In case the IRS officers and others proceed midway of the financial year on deputation to other organizations/ministries.
  - ii. Where reporting or reviewing officer proceeds midway of the financial year on deputation to other organizations/ministries.
  - iii. Stations of field formations where ITBA Nodes are not available in any of the offices located at that station (this does not include stations where ITBA nodes are available in any of the offices or buildings).
  - iv. Offices located in far flung areas or hilly terrain where ITBA nodes are not available in any office within easy reach.
  - v. Offices of CBDT where ITBA nodes are not available.
3. In all the above cases, such manual APARs so received will be uploaded manually in APAR Management System by the Directorate of HRD in the cases of IRS officers and by the O/o the Pr.CCIT in the cases of all other officers/staffs.
4. **The above may be widely circulated among all the officers posted in respective charges.**

Yours faithfully,

(Digvijai Kumar Chaudhary)  
DDIT (PMD & HRMS)

Copy to:

The web Manager, for [www.Irsofficeronline.gov.in](http://www.Irsofficeronline.gov.in) with a request to upload it on the website.

DDIT (PMD & HRMS)