



**GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES**
**ICADR Building, Plot No. 6, Vasant Kunj Institutional Area Phase-II,
New Delhi – 110070 Ph. 26132571, Fax 26898805.
email – pdgithrd.apar@incometax.gov.in**

F.No. HRD/PM/APAR/MISC/2017-18/5801

Dated: 31.01.2018

To,

All the Pr. Chief Commissioner of Income Tax
Cadre Controlling Authority

Madam / Sir,

**Sub: - Status of APAR received in HRMS for the F.Y.2016-17 of all
batches– Reg.**

Kindly refer to the above.

Filing of APARs in the HRMS using digital signature was made mandatory for the IRS officers as well as the Income Tax Officers from the Reporting Year 2016-17 onwards. DOPT vide O.M. dated 13th June, 2017 (copy enclosed) had revised the timeline for completion of APARs for the year 2016-17. The officers of the department were already made aware about the availability of facility for Online Submission of APARs in the APAR Management Module of HRMS (Human Resource Management System) which is part of ITBA (Income Tax Business Application). The functionality of using DSC has also been enabled since May, 2017.

Field formations as well as the IRS Officers were made aware vide letter F.NO.HRD/PM/444/4/2017-18/1855 dated 29.06.17 (copy enclosed) of this Directorate regarding the revised timeline to complete the APAR cycle for the Reporting year 2016-17 in compliance of the OM of DoPT communicated vide the letter No.F.NO.2101/02/2015-East(A-II)- Part II dated 13th June, 2017.

The time allowed by the DOPT for completion of APARs for the year 2016-17 has already been expired. Therefore, I have been directed to request to

submit a confirmation latest by 15th Feb 2018 regarding completion of APAR cycle for the reporting year 2016-17, which means all APARs of your Region have been completed by Reviewing Officers with their digital signatures.

This issue with the approval of the Pr. DGIT (HRD), CBDT, New Delhi.

Yours faithfully,

Encl. – as above.


(SUNIL KUMAR)

ADIT (APAR)

Directorate of Income Tax (HRD)

New Delhi

Copy to: The Web Manager with request to upload the letter on the website www.irsofficersonline.gov.in


ADIT (APAR)

Directorate of Income Tax (HRD)

New Delhi

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

F.No HRD/PM/444/4/2017-18/ 1855

Dated 29th June 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

Madam/Sir,

Sub: Extension of the time lines prescribed by DoP&T for completion of APARs for Reporting Year 2016-17 and use of Digital Signature therein- Regarding-

Kindly refer to the above cited subject.

2. DoP&T has extended the timelines of completion of APARs for the Reporting Year 2016-17 vide OM dated 13th June 2017 (copy enclosed) with the objective to making functional online submission of APARs with SPARROW. In this regard, officers of the Department are already aware about availability of facility of Online Submission of APARs in APAR Management Module of HRMS (Human Resource Management System) as part of ITBA (Income Tax Business Application).
3. As the distribution of Digital Signature Certificates (DSCs) was at preliminary stage till 30th April, extension was sought from DoP&T regarding the timelines prescribed for completion of different stages of APARs with the use of DSCs. In this background and in the light of prescribed extended timelines as per OM dated 13th June, 2017 of DoP&T, the prescribed dates fixed for completion of different APAR activities for R.Y.2016-17 will be as under:

S. No.	Activity	Time line
1.	Submission of Self-appraisal to the reporting officer	31 st July, 2017
2.	Forwarding of Appraisal Report by reporting authority to reviewing authority	16 th August, 2017
3.	Appraisal by reviewing authority and APAR to be sent to the custodian/ coordinating authority	31 st August, 2017
4.	Appraisal by custodian/coordinating authority	15 th Sep, 2017
5.	Disclosure to the officer reported upon by the	25 th Sep, 2017

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	custodian/ coordinating authority	
6.	Representation of the officer reported upon, if any, to the coordinating authority	15 days from the date of communication
7.	Forwarding of representation of the officer reported upon to the competent authority by the coordinating authority	31 st Oct, 2017
8.	Disposal of the representation by the competent authority after consultation with the reporting and reviewing authorities and forwarding to the coordinating authority	Within one month of the date of receipt of representation by the competent authority.
9.	Communication of the decision/comment of the competent authority to the officer reported upon by the coordinating authority	Within 15 days of finalization of decision by competent authority.
10.	End of entire PAR process, after which the APAR will be finally taken on record	31 st Dec, 2017

3.1 It is reiterated that as per OM dated 13th June, 2017, the relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2016-17 after 31.12.2017. It is further mentioned in the OM that where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer may be assessed on the basis of the overall record and self-assessment for the year, if he/she has submitted his/her self-assessment within stipulated time.

4. In the above context, it may be mentioned that the APAR functionality is already available online in HRMS module of ITBA since December 2016. As per the existing process, the four sections of the APAR could be filled up online but in the absence of integration with digital signature process, the filled up details had to be printed out and physical signature had to be placed on the print out before submission to the next level. Therefore, the APAR process could not be made fully online. **This has now been addressed and the functionality for signing using DSC has been enabled since May 2017.**

5. As mentioned above, the facility of DSC has been implemented now and it has been made possible to digitally sign the already submitted APAR / reporting and reviewing without the need to re-enter any data. Therefore, there will be minimal work on the part of the Officers who have already submitted the APARs online and/or reported/reviewed the said APARs online. However, the date of the signing with DSC will be the current date.

6. Further, attention is also drawn to the fact that DSC would be meaningful only if the entire chain signs the APAR digitally, strictly in sequence starting from DDO (for basic info), Officer (for self-appraisal), Reporting officer (for grading and appraisal), and Reviewing officer (for review) (detailed instruction is enclosed). Therefore, while using Digital Signatures in Online APAR Management, **Digital Signature has to be used from the verification level to the reviewing level (i.e. the APAR must be Digitally signed at each level starting from DDO, Reported upon Officer, Reporting Authority and Reviewing Authority).**



7. In view of the above, it is once again reiterated that in the light of extension of time line to complete the APAR cycle as prescribed by DoPT, the revised timeline has to be strictly observed. It is also to reiterate that APARs already submitted through Online APAR Management of HRMS so far [except in exceptional circumstances as enumerated vide this office letter dated 22nd May, 2017 (copy enclosed)], are now required to be resubmitted with the use of Digital Signatures and now onwards APARs have to be submitted online with the use of DSCs (except in exceptional circumstances as enumerated vide this office letter dated 22nd May, 2017 as referred above). Further, the officers who have reported or reviewed the APARs are requested to once again report/review the APARs by using digital signature upon the receipt of the online APARs for Reporting Year 2016-17 from the reported officers.

8. The above may be brought to notice of all the officers working in your charge. All DDOs and officers may again be instructed to obtain DSC (if not done already) and register the DSC in HRMS immediately.

9. Users are advised to contact helpdesk in case of any issues in respect of the ITBA.


- A. URL of helpdesk - <http://itbahelpdesk.incometax.net>
- B. Help desk number - **0120-2811200 (new)**
- C. Email ID - support.hrms@incometax.gov.in
- D. Help desk Timings - 8.30 A.M. - 7.30 P.M. (Monday to Friday)
- E. In case of any technical issue please contact Shri Kushal Bharadwaj (TCS)- 8860406000.
- F. Shri Sanjay Bharti, Addl.DIT(S)- 9013853807, email sanjay.k.bharti@incometax.gov.in
- G. Shri Ajay K. Bhende, AD(S)- 9968626373, email ajay.bhende@incometax.gov.in

10. This issues with the approval of Chairman, CBDT.

Enclosed:

- i. OM of DoP&T dated 13th June 2017.
- ii. Detailed Instructions for Online Submission of APARs with the use of DSCs.
- iii. Copy of letter dated 22nd May, 2017.

Yours faithfully,


(Saras 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.irsolicersonline.gov.in to upload it on the website.

JDIT (PMD & HRMS)

No.21011/02/2015-Est(A-II)-Part II
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training

North Block, New Delhi – 110001

Dated the 13th June 2017

OFFICE MEMORANDUM

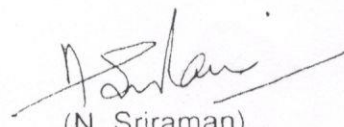
Subject: Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recoding Window) for all Organised Group 'A' services – Extension of timelines for completion of APAR for the year 2016-17.

As all the Cadre Controlling Authorities of Organised Group 'A' Services are aware that it has been decided to implement online generation and recording of Annual Performance Assessment Report (APAR) of officers under their cadre from the reporting year 2016-17, through SPARROW platform.

2. Some of the Cadre Controlling Authorities have intimated practical difficulties in switching over from manual to online mode of recording of APARs. In view of this, the cadre authorities have expressed apprehensions that target dates prescribed in DoPT O.M.No.21011/02/2009-Estt.(A) dated 23rd July, 2009 may not be met and have requested for extension of timelines.

3. The matter has been examined in this Department and it has been decided that the target dates prescribed in O.M. dated 23rd July, 2009 be relaxed as one time measure only for online generation, filling up self-appraisal, reporting, reviewing and acceptance of APAR for the year 2016-17 through SPARROW portal. The revised target dates for recording of APAR online for the year 2016-17 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2016-17 after 31.12.2017. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, 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 within stipulated time.

4. This has the approval of Secretary, DoPT.


(N. Sriraman)
Director(E-II)

To

All Cadre Controlling Authorities of
Organised Group 'A' Services (As per list attached)

Copy to: All Ministries and Department.

Copy also to:

1. E.O. Division, DoPT, North Block, New Delhi.
- ✓2. NIC, for uploading in DoPT website.

Annexure

Annexure to DoPT O.M. No.21011/02/2015-Est(A-II)-Part II dated 13th June 2017

Time schedule for generation and recording of APAR for the year 2016-17 through SPARROW web portal.

S.No.	Activity	Date by which to be completed
1	Submission of self-appraisal to the reporting officer.	31 st July, 2017
3	Forwarding of report by reporting officer to reviewing officer	16 th August, 2017
4	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 st August, 2017
5	Appraisal by accepting authority, wherever provided	15 th September, 2017
6	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the officer reported upon where there is accepting authority	10 th September, 2017 25 th September, 2017
7	Receipt of representation, if any, on APAR	15 days from the date of communication
8	Forwarding of representation to the competent authority (i) where there is no accepting authority for APAR (ii) Where there is accepting authority for APAR	30 th September, 2017 31 st October, 2017
9	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority.
10	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority.
11	End of entire APAR process, after which the APAR will be finally taken on record	31 st December 2017

