



Government of India
Ministry of Finance
Central Board of Direct Taxes
Directorate of Income Tax
(Human Resources Development)

2nd Floor, K Ramp, JLN Stadium, New Delhi-110003

F.No. HRD/PM/APAR/403/SPARROW/2022-23/ 46

Dated 02.04.2024

To,

All the Pr.CCsIT(CCA)/Pr.DGsIT/CCsIT/DGsIT

Subject: Observing APAR Fortnight from 01.04.2024 to 15.04.2024-reg.

Respected Madam/Sir,

Kindly refer to the letter F.No. HRD/PM/APAR/403/SPARROW/2021-22/ 10885 dated 18.02.2022 and F.No. HRD/PM/APAR/403/SPARROW/2021-22/11727 dated 22.03.2022 of this office on the subject "Timely completion of APARs as per the timeline of the DoPT by Group A & Group B Officers of the Income Tax Department". It was also stated that 1st April to 15th April will be observed as "**APAR Fortnight**" in the Department every year to enhance timely compliance.

2. Accordingly, **1st April 2024 to 15th April 2024** will be observed as "**APAR Fortnight**". It is requested to carry out the following activities during this period:

- i. All the officers should be made aware about the timelines (enclosed as **Annexure**) for filing, reporting, and reviewing of APARs.
- ii. Workflow should be created by Primary /Alternate Custodians by **15th April**.
- iii. Blank APAR forms should be distributed to the **Group-C officials** and encourage them to submit their self-appraisals before **30th April**.
- iv. Online/in-person training should be conducted by Primary /Alternate Custodians as and when required.

3. This issues with the approval of the Competent Authority.

Yours faithfully,

Encl: as above


(Arti Rawat)

Dy. Director of Income tax (Admin.), HRD

Copy to: The Data Base Cell for uploading this letter on irsofficersonline.

APAR Timelines

S.No.	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned (i.e., to the 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 st March.
2	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	30 th April**
3	Submission of report by reporting officer to the reviewing officer	30 th 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 st July
5	Appraisal by accepting authority, wherever provided	31 st 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 st September 15 th September
7	Receipt of representation, if any, on APAR	15 days from the date of receipt of the communication
8	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (b) where there is an accepting authority for APAR	21 st September 06 th 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 th November
11	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

** Prior to reporting year 2022-23, this was 15th April.
