



सत्यमेव जयते

GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES
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F. No. HRD/PM/APAR/403/HRMS/4/2018-19/431

Date: 17.04.2018

To,

All Principal Chief Commissioners of Income tax (CCA)/
Pr.DGITs of Attached Directorates

Madam/Sir,

Sub.: Completion of APAR cycle pertaining to Reporting Period 2017-18 till 31st December 2018 and non-receipt of APARs in the case of IRS officers - regarding

Kindly refer to the above cited subject.

2. In this regard, I am directed to bring to your kind information that, as per existing APAR guidelines, the prescribed timeline for completing the APAR cycle for Reporting Year 2017-18 are as under:

S.No.	Activity	Below CCIT/DGIT	CCIT/DGIT
1	Blank PAR form to be given to the officer reported upon by the administration Division/personnel Department, specifying the reporting officer and reviewing authority	1 st April	1 st May
2	Self-appraisal for current year	30 th April	31 st May
3	Appraisal by reporting authority	31 st May	30 th June
4	Appraisal by reviewing authority and APAR to be sent to the custodian/coordinating authority	30 th June	31 st July
5	Disclosure to the officer reported upon by the custodian/coordinating authority	31 st August	15 th September
6	Representation of the officer reported upon, if any to the coordinating authority	15 th September	30 th September
7	Forwarding of representation of the officer reported upon to the competent authority by the coordinating authority	30 th September	15 th October
8	Disposal of the representation by the competent authority after consultation with the reporting and reviewing authorities and forwarding to the coordinating authority	31 st October	30 th November
9	Communication of the decision/comment of the competent authority to the officer reported upon by the coordinating authority	15 th November	15 th December
10	End of entire PAR process	31 st December	31 st December

3. I am further directed to inform that online submission of APAR, with digital signatures has been made mandatory from the Reporting Year 2016-17, through HRMS module in ITBA portal. Moreover, this facility has been made available on internet at vpn.incometax.gov.in.
4. Furthermore, it is once again reiterated that as per DO P&T OM vide F.No.2/9/2015 after 31st December both reporting as well as reviewing officer shall forfeit their right of writing APAR of the officer reported upon.
5. Field formations were also made aware through the OM of this Directorate (communicated vide F. No. HRD/PMD/444/4/2016-17/4020 dated 26th August 2016) regarding the fact that in case of non-writing the APARs with the due date, explanation of the concerned officers may be called for. The relevant para is reproduced as under:

'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 30th 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 31st 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.'

5. I am also directed to requested all the Pr. CCIT (CCAs)/Pr.DGsIT to ensure completion of APAR cycle as per prescribed timelines. Moreover, in those cases where APARs are found to be not written, explanation in the light of DoPT's O.M. dated 16.02.2009 may be called of the concerned officers (reported upon officer/reporting officer/reviewing officer) for not performing the public duty of writing APARs within the due date.
6. This issues with the approval of the Pr. DGIT (HRD), New Delhi.

Yours faithfully,



(SUNIL KUMAR)

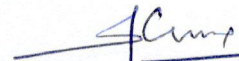
ADIT (APAR Section)

Directorate of Income Tax, HRD

New Delhi

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1. PPS to Member (Admin), CBDT, New Delhi.
3. Web Manager, for www.irsofficersonline.gov.in to upload on the website.



ADIT (APAR Section)

Directorate of Income Tax, HRD