



प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
WEST BENGAL & SIKKIM**

Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069

Section: Establishment Gaz. Section

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F. No. PCCIT/WBS/Admn./DC/Confid/APAR(Gr.A)/2021-22/1242-1250

Dated: 04/01/2022

To

The CCIT-1 & 2, DGIT (Inv) (W.B & Sikkim and NER)
CCIT (ReFAC-1, 2, 3 & 4), CCIT (TDS),
CCIT(OSD), Kolkata to Pr. CCIT, W. B. & Sikkim

Sir/Madam,

Sub: Timely Completion of APARs for the Reporting Year 2020-21-reg.

Ref: Letter in F. No. HRD/PM/APAR/403/SPARROW/2021-22/8989
dated 28.12.2021

Kindly refer to the earlier letters dated 28.06.2021 and 13.09.2021 of HRD vide which time schedule for recording and completion of APARs for the Reporting year 2020-21 had been communicated and instruction regarding completion of APARs for the Reporting year 2020-21 had been issued by the HRD.

In this regard, I have directed to state that the time line for reporting and reviewing the APARs for the reporting year 2020-21 had already elapsed. However, total no of 24 APARs (07 of Gr. A and 17 Gr. B) are still pending with reporting officers and total no 30 APARs (13 of Gr. A and 17of Gr. B) are still showing as pending with reviewing officers.

Further, after disclosure of the APAR, the Officer Reported Upon is supposed to accept/represent the APAR immediately. However, total no of 548 APARs (157 of Gr. A and 391of Gr. B) are still pending with Officers reported upon for acceptance. This is huge number despite the fact that all the officers are receiving text messages on their mobile number on each movement of the APAR on SPARROW.

With reference to the above, I am directed to request you to direct the all the officers in your charge to strictly adhere the time schedule for completion of APARs for the Reporting year 2020-21, as per DOPT's OM.

This may be accorded as Top Priority.

Yours faithfully,


(Bimalendu Tudu/बिमलेंदु टूडू)

DCIT, Hqrs. (Admn.&Vig), Kolkata
For Pr. Chief Commissioner Income Tax, W.B &Sikkim

Encl:

- (1) Annexure-A (Pending with ORU for acceptance/Representation)
- (2) Annexure-B (Pending with Reporting officer for reporting)
- (3) Annexure - C (Pending with Reviewing officer for reviewing)