

भारत सरकार

प्रधान मुख्य आयकर आयुक्त का कार्यालय
आंध्रप्रदेश व तेलंगाना
10 वीं मंजिल, 'D' ब्लॉक, आयकर शिखर,
ऐ. सी. गार्ड्स, हैदराबाद-500
Fax: 040-23240403
Fax: DC (Vig):040-23236724
E-mail : hyderabad.dcit.hq.vig@incometax.gov.in



सत्यमेव जयते
Telephone:
DC(Vig):23425484
(Section)23425485

GOVERNMENT OF INDIA
Office of the
Pr. Chief Commissioner of Income
Tax,
Andhra Pradesh & Telangana
10th Floor, 'D' Block,
IT Towers, A.C.Guards,
Hyderabad – 500 004.

23425486

CONFIDENTIAL

F.No.Con.Vig. No. /14(466)/2017-18

Dated; 05.12.2017

To

The Pr.Chief Commissioner of Incometax AP & Telangana
The Chief Commissioner of Incometax,Hyderabad,,Vijayawada & Visakhapatnam
The Director General of Incometax(Inv),Hyderabad
All Pr.Commissioners /Pr.DIT(Inv) of AP & Telangana
All CsIT/CsIT(Appeals) of AP & Telangana
All Addl.CsIT/Addl. DIT(Inv)/JCITs/JCIT(inv) of AP & Telangana
All DCITs/ACIT/DDIT(Inv)/ADIT(Inv) of AP & Telangana
All Incometax Officers of AP & Telangana

Sir/Madam,

Sub: Observation of the time-lines for completion of APARs –regarding

Ref: F No.HRD/PM/APAR/ADMN/MISC/2017-18/4682 Dt.04.12.2017

I am directed to forward herewith the letter received from the ADIT(APAR SECTION), Directorate of Incometax, New Delhi wherein timeline for submission of APARs is mentioned. It is further requested that the timeline as stipulated in circular may strictly be adhered to.

In this regard, I am further directed to request you to send a status report regarding your APAR for onward submission to **Board by 11.12.2017** as per the format mentioned below;

Sl.No	Civil Code	Name of officer	Year	Status of reporting	Status of reviewing	If not completed, reasons thereof
			2014-15			
			2015-16			
			2016-17			

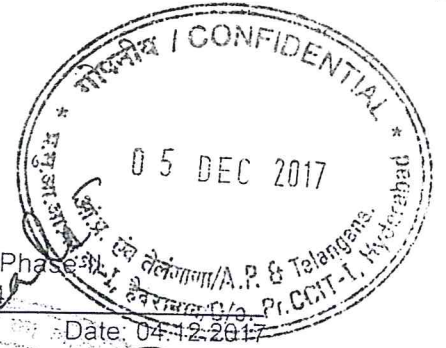
Encl; as above


(RANJANI PARVATHI MANICKAM)
ASSISTANT COMMISSIONER OF INCOMETAX
(HQRS)(VIG)(i/c), HYDERABAD

2014



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 III,
New Delhi - 110070. Ph. 26128248, Fax 26130594



F. No.: HRD/PM/APAR/ADMIN/ MISC./2017-18/4582

Date: 04-12-2017

To,
All the Pr. CCIT (CCA)
Madam / Sir

Handwritten notes:
DCT Hyderabad
Please refer to
12/18
04 DEC 2017
5/12/18

Sub: Observation of the time-lines for completion of APARS regarding

As you may be aware, as per time-schedule for preparation of APAR given in para 10.1 of General Guidelines for filling up the PAR Form (given in the APAR Form itself), based on various OMs issued by the DOPT from time to time, for each financial year are as under:

S.No.	Activity	As per APAR Guidelines of Income tax Department	
		Below CCIT / DGIT	CCIT / DGIT & above
1	Submission of self-appraisal to reporting officer to be reported upon	30 th April	31 st May
2	Submission of report by reporting officer by reviewing officer	31 st May	30 th June
3	Report to be completed by reviewing officer and sent to administration	30 th June	31 st July

The time-line for completing APARS for the years 2014-15, 2015-16 to 2016-17 are therefore long over. However, this Directorate is facing severe hardship in undertaking promotion related work on account of non-availability of APAR from the years 2014-15 to 2016-17.

Your attention is also invited to the important notice in the DoPT OM NO. 21011/02/2009-Estt.(A) dated 16.02.2009 which reads as under:

1. The Reporting Officer is requested to complete the ACRs as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period.
2. The Reviewing Officer is also requested to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period.

The DoPT has communicated vide its letter no.2/9/2015-EO(ACC) dated 18.05.2015 to all the Cadre Controlling Authority that the ACC has directed the Department of Public Enterprise (for CPSEs), Department of Financial Services (for PSBs, FIs and Insurance Companies) and all Cadre Controlling Authorities (for Central Civil Services in respect of cadres controlled by them) to include the following provision in the relevant rules governing the APARS of the Service:


"If an APAR for a Financial Year is not recorded by 31st December of the year in which the financial year ended, no remarks may be recorded thereafter and 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 in time".

I am therefore directed to request you to kindly furnish information regarding status of APARs for all the gazetted officers (separately for ITOs and IRS officers) under your charge for the years 2014-15, 2015-16 & 2016-17 in the format enclosed with this letter. The required data in the given format may kindly be furnished by 15.12.2017 through email at the email id manoj.kumar6@incometax.gov.in.

No hard copy has been sent to save paper.

Yours faithfully,




(Sunil Kumar)
ADIT (APAR Section)
Directorate of Income Tax, HRD
New Delhi