

भारत सरकार  
प्रधान मुख्य आयकर आयुक्त का कार्यालय  
आंध्रप्रदेश व तेलंगाना  
10 वीं मंजिल, 'D' ब्लॉक, आयकर शिखर,  
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F.No.Con/Vig/Pr.CCIT/Hyd/APARs/2021-22.

Dated 25<sup>th</sup> March-2022.

### MEMORANDUM

Sub:- Communication of time-lines for submission of APARs by the officials—Uploading of blank APAR forms—request for expediting submission of pending APARs—regarding.

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Attention is invited to the time-lines fixed by the DOPT for submission of APAR for this APAR Cycle year, which is attached to this letter for strict compliance. All the officials are directed to submit their APARs to the respective Reporting Officers as per the time-lines. It is to inform that the blank APAR forms are uploaded on [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in), which may be downloaded, filled-in and submitted to the respective reporting officers.

| Sl.No. | Designation/Cadre        | APAR form |
|--------|--------------------------|-----------|
| 1.     | Sr.PS/PS/Stenographer    | Form-D    |
| 2.     | AO/Office Superintendent | Form-B    |
| 3.     | ITI                      | Form-C    |
| 4.     | Sr.TA                    | Form-E    |
| 5.     | TA                       | Form-F    |
| 6.     | NS                       | Form-I    |
| 7.     | MTS                      | Form-L    |
| 8.     | Staff Car Driver         | Form-J    |

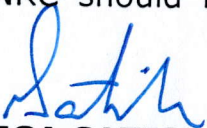
2. It is to convey that some officials did not submit their APARs for the APAR Cycle years:2018-2019 and 2019-2020 and whose names have been uploaded earlier on departmental website, are yet to submit their APARs. It is once again suggested that all the pending APARs should be forwarded to this office as per the list uploaded earlier, and pending APARs for 2020-2021 should be submitted to this office, without fail. In this regard, it is to convey that APAR is an important document and provides vital inputs regarding the performance of the official, which is a key tool for consideration at the time of career progression. It is brought to the notice that non-submission of APAR will hinder the process of career progression. It may be noted that the initial responsibility of submission/initiation of APAR for the relevant year lies with the official reported upon only. It is requested that the respective Reporting Officers and Reviewing Officers may kindly bestow personal attention to track exactly the pendency of APARs relating to the APAR Cycle years:2018-2019, 2019-2020 and 2020-2021, follow-up be done and ensure speedy submission of duly filled-in APARs to this office, at the earliest.

3. With a view to strictly comply with the time-frame fixed for APAR submission and to improve the meticulousness in the process of submission, it is suggested that the officials may obtain acknowledgement in token of submission of their APARs from the office of the Reporting Officer. Should the tracking of APAR becomes difficult at any point of time for any reason, the letter of acknowledgement shows proof in submitting the duly filled-in APAR to the Reporting Officer, which would subsequently help tracking the same from the respective Reporting Officer and the Reviewing Officer. Obtaining acknowledgement would not only improve the professionalism in submitting the crucial document like APAR, but would help to let the Reporting Officer complete further process within the time-frame. It may be noted that without any proof of submission of the APAR, one cannot pursue one's case subsequently in a situation where the tracking of APAR is missing.

4. All the officials are requested to ensure timely submission of APAR, obtain acknowledgement from the office of the reporting officer, and customarily mark a copy of the self-appraisal along with acknowledgement to the Vigilance Section of this office without fail. This would help this office to re-route the APAR from this office to the Reporting Officer for further-follow up, in case the APAR is not received from the Reporting/Reviewing Officers in regular course of time.

5. It is noticed that the officials are submitting proposals directly to this office, seeking NO APAR/NRC, quoting relevant reasons, without enclosing thereto necessary supporting documents. It is hereby intimated that no such requests will be entertained unless such proposals are supported by proper documents like SR extract indicating various postings of the officials, leave proceedings copy, copies of office order, changes of reporting officers etc., Any proposal seeking NRC should be submitted through proper channel only.

Encl:-As above.  
[Time line schedule &  
Blank APAR forms.

  
[ **MERIGA SATISH** ]  
Commissioner of Income-Tax[OSD],  
[H.qrs][Admin & Vigilance].  
O/o Principal Commissioner of Income-Tax,  
AP&TS::Hyderabad.

Uploaded on [www.incometaxhyderabad@gov.in](mailto:www.incometaxhyderabad@gov.in) for communication to all the officials/reporting and reviewing officers in AP&TS region.

Annexure-IIITime schedule for preparation/completion of APAR  
(Reporting year- Financial year)

| S.No. | Activity  | Date by which to be completed   |
|-------|---|---|
| 1.    | Distribution of blank APAR forms to all concerned (i.e., to 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 <sup>st</sup> March.<br>(This may be completed even a week earlier). |
| 2.    | Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).  | 15 <sup>th</sup> April.   |
| 3.    | Submission of report by reporting officer to reviewing officer  | 30 <sup>th</sup> 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 <sup>st</sup> July   |
| 5.    | Appraisal by accepting authority, wherever provided   | 31 <sup>st</sup> August   |
| 6.    | (a) Disclosure to the officer reported upon where there is no accepting authority<br><br>(b) Disclosure to the officer reported upon where there is accepting authority                         | 01 <sup>st</sup> September<br><br>15 <sup>th</sup> September            |
| 7.    | Receipt of representation, if any, on APAR  | 15 days from the date of receipt of communication                       |
| 8.    | Forwarding of representations to the competent authority<br><br>(a) where there is no accepting authority for APAR<br><br>(a) where there is accepting authority for APAR                       | 21 <sup>st</sup> September<br><br>06 <sup>th</sup> 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 <sup>th</sup> November   |
| 11.   | End of entire APAR process, after which the APAR will be finally taken on record  | 30 <sup>th</sup> November   |