

भारत सरकार

प्रधान मुख्य आयकर आयुक्त का कार्यालय
आंध्रप्रदेश व तेलंगाना
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GOVERNMENT OF INDIA
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Hyderabad – 500 004.

F.No.APARs/Ack/Group-C&D/2020-2021.

Dated 6th August-2021.

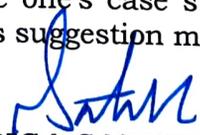
MEMORANDUM

Sub:- Submission of manual APARs by the officials--suggestion for obtaining the acknowledgement at the time of submission of duly-filled in APAR to the Reporting Officer—regarding.

Attention of all the officials is invited to the procedure normally followed while submitting self-appraisal manually to the Reporting Officers while submitting APARs. After completion of the review, the Reviewing Officers forward the APARs to this office. There remained some APARs which have not been received in this office even after the expiry of due date for submission of APARs. The lists of such cases have been uploaded separately for the APAR Cycle years:2018-2019 and 2019-2020.

2. In case, where the APARs are not received in this office even after the expiry of due date for a particular APAR Cycle year, it is consequential to elicit a reference to the exact date of submission of self-appraisal by the official reported upon, to the Reporting Officer, for the purpose of ascertaining exactly at which stage, the APAR is held up. There may be instances where the Self-appraisal has been submitted, but the official did not keep any proof of such submission. In such a case, without any details like date of submission and proof of submission, tracking the APAR becomes difficult.

3. In view of this, 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 to obtain acknowledgement by the officials in token of submission of their APARs from the office of the Reporting Officer. Should the tracking of APAR become difficult at any point of time for any reason, the letter of acknowledgement shows proof that the official did comply within the stipulated time frame, in submitting the duly filled-in APAR to the Reporting Officer, which would subsequently help tracking the same from the respective Reporting Officer and Reviewing Officer. Obtaining acknowledgement would not only improve the polite professionalism in submitting the crucial documents 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 APARs go missing. This suggestion may be taken note of.


[MERIGA SATISH]

**Addl. Commissioner of Income-Tax[H.qrs],
[Admin&Vigilance],**

O/o Principal Chief Commissioner of Income-Tax,
AP&TS::Hyderabad.

Uploaded on www.incometaxhyderabad.gov.in for information of all the concerned officials/Reporting/Reviewing Officers.