

भारत सरकार  
प्रधान मुख्य आयकर आयुक्त का कार्यालय  
आंध्रप्रदेश व तेलंगाना  
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F.No. SPARROW/APARs/Pr.CCIT/2021-22

Dt: 13.07.2021

MEMORANDUM

Sub : Guidelines regarding grading of APAR by Reporting / Reviewing Officers in respect of Officers posted in ReFAC/NaFAC or Jurisdictional Assessing Officers for the Reporting Year 2020-21 - Reg.

Ref: D.O Letter in F.No. HRD/PM/APAR/403/SPARROW/2020-21/2201 dated 08.07.2021(Copy enclosed).

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With reference to the above, I am directed to circulate herewith copy of the letter referred to above, the contents of which are self-explanatory, for favour of information and necessary action.

(S SATHIYA)  
Joint Commissioner of Income-tax  
(OSD)(H.Qrs)(Vig), Hyderabad.

To

All Officers posted in AP & TS Region.

स्मिता झिंगरन  
भा. रा. से.  
Smita Jhingran  
I.R.S.



प्रधान आयकर महानिदेशक (भा. रा. वि.) नई दिल्ली  
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D.O.HRD/PM/APAR/403/SPARROW/2020-21/ 2201

Dated: 08.07.2021

Dear Pr. C. C. / Pr. D. C.

The Directorate of HRD is in receipt of several queries regarding the filing of self-appraisals in Form 1 (a) format by the ACsIT/DCsIT posted in the AU/VU/RU/TU and as Jurisdictional Assessing Officers, and subsequent grading of APARs by their Reporting Authorities and Reviewing Authorities, in view of the changes in the work profile due to introduction of the Faceless Schemes for RY 2020-21 onwards. In this regard, it is stated that revised formats of APARs are in the process of finalization and will be notified after approval of the Competent Authority and made available on SPARROW for APAR writing.

In the meanwhile, if the officers have submitted their self appraisal in existing forms, then the Reporting/ Reviewing officers are advised to grade their ACIT/DCIT posted in their charges whether in ReFAC/ NaFAC or JAO, for all columns of the existing APAR forms so that the overall grading is given out of '10' i.e. 1(b)+ 2(b)+ 3(b)+ 4(b)+ 5(b)=10.

This may kindly be circulated amongst the officers posted in your region till the amended forms are in place.

With regards

Yours sincerely,

  
(Smita Jhingran)