

भारत सरकार

प्रधान मुख्य आयकर आयुक्त का कार्यालय
आंध्रप्रदेश व तेलंगाना

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GOVERNMENT OF INDIA

Office of the

Pr. Chief Commissioner of

Income Tax,

Andhra Pradesh & Telangana

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IT Towers, A.C.Guards,

Hyderabad - 500 004.

F.No.Con.Vig/Pr.CCIT/Hyd/APARs/2023-24.

4th April-2024.

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 - Reg

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 timelines. It is to inform that the blank APAR forms are uploaded on 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.	Official Language Wing	Form-K
4.	ITI	Form-C
5.	Sr.TA	Form-E
6.	TA	Form-F
7.	NS	Form-I
8.	MTS	Form-L
9.	Staff Car Driver	Form-J

2. It is to convey that some officials did not submit their APARs for the APAR cycle years : 2021-22 and 2022-23 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, 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: 2021-22 and 2022-23 and for earlier backlog years if any, 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 acknowledgment 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

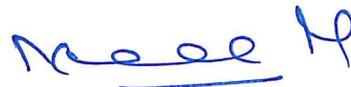
acknowledgment shows proof in submitting the duly filled-in APAR to the Reporting Officer, which would subsequently help tracking the same from the respective Reporting Officer and the Reviewing Officer. Obtaining acknowledgment would not only improve the professionalism in submitting the crucial document 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 acknowledgment 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 proposals seeking NRC should be submitted through proper channel only.

6. The blank APAR forms were uploaded on the website earlier. However, for the sake of convenience, the blank APAR forms are again uploaded. The time line schedule for APAR process is also enclosed for immediate reference.

Encl: As above.
[Time line schedule &
blank APAR Forms]



[M.MURALI MOHAN]

Addl. Commissioner of Income Tax
(Hqrs.)(Admin. & Vigilance),
O/o. Pr. Chief Commissioner of Income Tax,
AP & TS, Hyderabad.

Uploaded on www.incometaxhyderabad.gov.in for communication to all the officials/ reporting and reviewing officers in AP & TS region.

APAR Timelines

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

** Prior to reporting year 2022-23, this was 15th April.
