

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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F.No.Misc. correspondence/Vol.2/Con/Vig/Pr.CCIT, Hyd/2020-21.

Dt : 02.09.2020

MEMORANDUM

Sub: Compliance of DoPT instructions for timely completion and submission of APARs – Reg.

Ref: Letter in D.O.No.HRD/PM/APAR/403/2043 Dt.25.08.2020 (copy enclosed).

With reference to the above, I am directed to forward herewith a copy of the D.O. letter cited, pertaining to the timely completion and submission of APARs, the contents of which are self-explanatory, for strict compliance by all the Officers in AP & TS region.

(S. SATHIYA)

Deputy Commissioner of Income Tax,
(Hqrs)(Vig),Hyderabad

Encl : As above

To

✓ All the Officers in Andhra Pradesh and Telangana region.



PRABHASH SHANKAR
Special Secretary & Member

भारत सरकार
GOVERNMENT OF INDIA
(वित्त मंत्रालय/राजस्व विभाग)
Ministry of Finance/Department of Revenue
केन्द्रीय प्रत्यक्ष कर बोर्ड
Central Board of Direct Taxes
नार्थ ब्लॉक, नई दिल्ली - 110001
North Block, New Delhi - 110001
Tele : 011-23093356, Fax : 011-23092071
Dated 25.08.2020



D.O. No. HRD/PM/APAR/403/2013

Dear *Mohapatra*

Sub: - Compliance of DoPT instructions for timely completion and submission of APARs -Reg.

1. It has come to the notice that in-spite of the instructions being issued from time to time, confidential reports are not written within time limits prescribed with the result that complete CR dossiers are not available when employees are considered for confirmation, promotion, deputation to ex cadre posts, etc. This often results in delay in the issue of orders of promotion, etc. and thereby causes hardship to the employees whose cases are due for consideration. Further many officers in the fields are not submitting their Self-Appraisals on time.
2. In this regard, attention is drawn towards DoPT OM No. 31014/4/83-Estt. (A) dated 23rd September, 1985 and OM No. 21011/02/2009-Estt. (A) dated 16.02.2009 regarding Time Schedule for Preparation of Confidential Reports and Timely Preparation and Proper Maintenance of ACRs respectively. On Combined reading of these two OM's it is inferred that writing of APAR within due date is a public duty and the HOD of the organization may give written warning to the concerned officers i.e. the officer concerned for not submitting APAR and reporting and reviewing officer for not initiating/ completing the APARs within the Time Schedule prescribed.
3. Thus it is brought to your notice that necessary action as per DoPT guidelines (Copies enclosed) mentioned above may be taken in all such cases where APAR's are not submitted by the officer concerned or initiated by the reporting/reviewing officers within time limits prescribed. Appropriate measures may be taken to ensure that the CR Dossier is complete within six months either with the relevant CR or the required "No report Certificate" for valid reasons.

✓
CIT (Admin)

With *best wishes,*

Yours *sincerely,*
(Prabhash Shankar)

All circulate among all officers of A.B & T.S

Sh. J. B. Mohapatra
Pr. CCIT
Hyderabad

DUCT(H) (Uj)

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Ms. Vandana