



D.O.HRD/PM/APAR/403/SPARROW/2020-21/5398

Dated: 21.09.2021

Dear Pr. CCs and Pr. Ds G.
CCs and Ds G.

As you are all aware, the Directorate of HRD is mandated with the task of facilitating timely convening of DPCs/Screening Committees for the purpose of various promotion/Empanelment/Non-Functional Upgradations by furnishing APAR Dossiers before the Committees. In this respect, Vigilance clearance as on the date of eligibility is also sought by HRD with respect to all Officers figuring in the zone of consideration to be placed before the various DPCs for their decision. However, it has been observed that many officers appointed in the capacity of Inquiry Officers/ Presenting Officers do not submit their reports on the Vigilance Complaints timely which causes inordinate delays in conclusively deciding on the various complaints and has an adverse impact on deciding the 'Fitness' of the Officer for promotion/Empanelment/Non-functional Upgradation etc. This is tantamount to violation of the principles of natural justice.

Further, it is stated that the Directorate of HRD is also in the process of operationalizing 13 new APAR formats in view of the Faceless Schemes, for the writing of APARs for R.Y 2020-21 onwards which have already been approved by the Competent Authority, Ld. Chairman, CBDT. Hence, in view of the above, the Competent Authority has approved the inclusion of two additional columns in the newly introduced APARs formats namely,

9(a). Were you appointed as Inquiry Officer/ Presenting Officer in any case? Please specify the date of appointment as the same.

Yes/No

Date of Appointment

9(b). If yes, was the report submitted on time and reasons for delay.

Ms. Sravani

Hence, in view of the above it is requested that the Officers posted in your charge may be advised to take cognizance of the submissions in these two columns while grading the APARs of the Officers Reported Upon under them in the capacity of Reporting and Reviewing Authorities.

With regards

Yours sincerely


(Smita Jhingran)

To,

All Pr.CCsIT/Pr.DGsIT

All CCsIT/DGsIT