

भारत सरकार

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

F.No.Pr.CCIT/Hyd/Vig/APARs/2021-22.

Dated 19th August-2021.

MEMORANDUM

Sub:- APAR submission to the Reporting Officers—
Marking a copy to the Vigilance Section of Pr.CCIT—
Instructions for submission of applications for no
APAR Certificate by the officials—regarding.

Attention of all the officials is drawn to this office Memorandum dated 06-08-2021, whereby a suggestion has been made to obtain acknowledgement from the office of the concerned Reporting Officer in token of submission of self-appraisal/APAR for the relevant APAR Cycle year. Attention is further drawn vide this communication to point No.10.6 of "General Guidelines for filling up the PAR Form" appended to the manual APAR forms, wherein an obligatory prescription has been mentioned, as according to which, the member of service reported upon shall, while forwarding his Self-Appraisal to the Reporting Authority, enclose a copy of the Self-Appraisal to the nodal authority and keep a record of the same as evidence that he had submitted the self-appraisal in time. A copy of the relevant page containing such guideline, is enclosed herewith, for ready reference.

2. In view of the above, all the officials are requested to ensure timely submission of APARs, obtain acknowledgement from the office of the Reporting Officer, and customarily mark a copy of the self-appraisal along with acknowledgement to the Vigilance Section of this office without fail. It 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. It can reduce the avoidable communication with the officials in relation to APAR submission.

3. Secondly, 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 official, leave proceedings copy, copies of office order, changes of reporting officers etc., Any proposal seeking NRC should be submitted through proper channel. This may be taken note of.

Encl:-As above.

[MERIGA SATISH]

Additional Commissioner of Income-Tax,
[H.qrs][Admin&Vigilance]
O/o Pr.Chief Commissioner of Income-Tax,
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