

F.No.A-28011/12/2009-EC/Per
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs

New Delhi, the 6th July, 2009

To

All Chief Commissioners/ Directors General under CBEC.
All the Commissioners in-charge of Directorates.

Subject: Maintenance and Preparation of Annual Performance Appraisal Reports (APARs) – Communication of all entries for fairness and transparency in public administration.

Sir/ Madam,

I am directed to enclose herewith a copy of DoP&T OM No.21011/1/2005-Estt.(A)(Pt.II) dated 14.05.2009 on the above subject. The OM contains the revised procedure regarding communication of entries in APARs and the steps to be taken thereafter. The nomenclature of ACRs has been modified as Annual Performance Appraisal Reports (APARs). **The revised procedure is applicable to all APARs for the Reporting Period 2008-09 and onwards.**

2. After careful consideration, it has been decided that for the sake of smooth and time-bound completion of the process relating to APARs, the following procedure shall be followed:

2.1 Disclosure of the APARs:

- a) All the APARs, which are reviewed by officers upto the level of CCs/ DGs, shall be communicated to the officer concerned (i.e. the officer reported upon) by the Officer/ Section in-charge of maintenance of APARs in the office of the CCs/ DGs or any other office concerned where such APARs are being maintained at present.
- b) All the APARs, which are reviewed by officers above the level of CCs/ DGs (i.e. at Board level), shall be communicated to the officer concerned (i.e. the officer reported upon) by the Officer/ Section in-charge of maintenance of APARs in the Board.
- c) In cases where there exists only one supervisory level above the officer reported upon and such Reporting Officer is upto the level of CCs/ DGs, the APARs shall be communicated by Officer/ Section in-charge of maintenance of APARs in the office of the CCs/ DGs or any other office concerned where such APARs are being maintained at present. However, if such Reporting Officer is above the level of CCs/ DGs, such APARs shall be communicated by the Officer/ Section in-charge of maintenance of APARs in the Board.

2.2 Representations by Officers Reported upon and Disposal thereof:

- a) The representations submitted by the officers reported upon against the entries and the final grading shall be disposed of in the manner and within the time-limit indicated in the enclosed OM. The representations shall be disposed of by the competent authority at the same level at which adverse remarks are currently being disposed of under the existing DOPT instructions. In case no representation is submitted within 15 days, the APAR is to be treated as final, as stipulated in the enclosed OM.
- b) Where the competent authority for disposal of representations is upto the level of CCs/ DGs, the concerned authority shall dispose of the representations and thereafter, the APARs shall be maintained in the office of the CCs/ DGs or any other office concerned where such APARs are being maintained at present. However, in case of all Group-A officers, a copy of the final APAR, after incorporating modifications, if any, as decided by the competent authority disposing of the representations, shall invariably be sent to the Board for record.
- c) Where the competent authority for disposal of representations is above the level of CCs/ DGs (i.e. at Board level), the concerned CCs/ DGs shall first obtain the comments of the Reporting and the Reviewing Officers on the representation and thereafter, forward all the papers, namely, a copy of APAR, a copy of the representation and the comments of the Reporting and Reviewing Officer thereon, to the competent authority in the Board for disposal of the representation. Further necessary action, in such cases, will be taken in the Board.

3. Accordingly, I am further directed to request you to kindly ensure strict compliance of the instructions contained in the OM dated 14.05.2009 of DOPT, following the procedure mentioned in Para-2 above. The instructions may be widely circulated among all officials under your jurisdiction.

4. This issues with the approval of the Chairman, CBEC.

Yours faithfully,



(R. Sanehwal)
Deputy Secretary to the Govt. of India

Encl: As above.

Copy to:

1. PPS/ PS to Chairman/ Members of CBEC.
2. The Website Manager, Directorate of Systems, New Delhi – with request to place these instructions along with the OM dated 14.05.2009 of DOPT on the CBEC website.