

I/711772/2022

□
Government of India
Ministry of Finance, Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resources Development, HRM
Bhai Vir Singh Sahitya Sadan 2nd & 3rd Floor, Bhai Vir Singh Marg
Gol Market, New Delhi-110001
Tel-011-23741696, Fax-011-23748050

To

The Pr. Chief Commissioner/ Chief Commissioner (All),

The Pr. Director General/Director General (All),

The Pr. Commissioner/Commissioner (All)

The Chief Controller of Factories/ Narcotics Commissioner, Gwalior

Sir/Madam,

**Subject: Representation by IRS (C&IT) Group 'A' Officers
against grading & remarks etc. in the APAR after
acceptance-reg.**

With reference to above, instances have come to notice, where Officers have submitted offline APAR representations against grading & remarks etc. even after the assessment has been noted/accepted by the officer and the APAR has been closed by the Custodian.

2. In this regard, Para 2 of DOPT OM No. 21011/1/2005-Estt (A) (Pt-II) dated 14th May, 2009 on the **subject-Maintenance and preparation of Annual Performance Appraisal Reports - communication of all entries for fairness and transparency in public administration provides:**

"(i)...

(ii)....

(iii) *The Section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.*

(iv) *The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final."*

3. In this regard, it is brought to notice that after the APAR has been disclosed to the officer and the same has been accepted by the

I/711772/2022

officer/closed by the Custodian, it attains finality. In such cases, no representation against grading &/ or remarks etc. is to be entertained.

This issues with the approval of Member (Admin. & Vigilance), CBIC.

Yours faithfully,

(Santosh Kumar Mishra)

Addl. Director, HRM-I.