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F No. 8/1/BVS/HRD/(HRM-I)/SPARROW/2019/1

Dated: 07.02.2019

To

The Principal Chief / Chief Commissioners of Customs and GST (All),
The Principal Director/ Directors General of Customs and GST (All),
The Commissioner I/ C of Directorates (All),
The Commissioner, Settlement Commission (All),
The Commissioner, CESTAT (All),
The Commissioner, Authority for Advance Ruling (All),
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.
The Commissioner (Coordination), CBIC, New Delhi/All Commissioners in CBIC

Sir / Madam,

**Subject: Online writing of APARs in SPARROW --
Mismatch between numerical gradings and narrative given by
Reporting and Reviewing Officers in the APARs of IRS (C&CE)
Officers -reg.**

With reference to the above mentioned subject, this is to inform that while scrutinising some of the APARs, few discrepancies have been noticed in Section-III and Section-IV.

1. In some cases, It has been seen that there is apparent mismatch between the narrative given by Reporting and Reviewing officers in Section-III/ Section-IV and the numerical gradings given by them. For example, in Section III, Reporting officer has given numerical grading of 8.5 whereas in the pen picture officer reported upon is mentioned as "Good officer".

2. There are cases where officer reported upon has been given low gradings or outstanding gradings, but to support these gradings, proper and detailed reasoning or remarks were not given in pen picture or any other columns in Section-III and Section-IV.

In view of the above, all the Reporting and Reviewing officers are requested that narrative and numerical gradings given in APAR should be in sync with each other. Also, appropriate remarks/information should be given in support of low gradings and outstanding gradings. In this regard, APAR instructions/guidelines need to be properly adhered to while reporting/reviewing the APARs.

This may please be brought to the notice of all the officers working under your charge/jurisdiction for necessary action.

Yours faithfully,



(Vishnu Kumar)
Joint Director (HRM-I).