



**Directorate General of Human Resources Development
Central Board of Indirect Taxes and Customs,
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F.No.21/1/BVS/HRD(HRM-I)/APAR/2018

Dated: 02.06.2018

To

All the Principal Chief Commissioners/ Principal Directors General/ Chief Commissioners/
Directors General / Principal Commissioners/ Principal Additional Directors
General/Commissioners/ Additional Directors General

Madam/Sir,

**Subject: Extension of timeline for self-appraisal and clarification
regarding force forwarded APARs - reg.**

Please refer to the DoPT Office Memorandum F. No. 21011/02/2015-Estt.A-II (Part-II) dated 21.05.2018 giving one-time relaxation for online APAR generation, filling up of self-appraisal, reporting, reviewing and acceptance of APAR for year 2017-18 through SPARROW portal.

2. In this regard, it has been decided by the competent authority to extend the timeline for submitting Section II of APAR by Officer Reported Upon upto **15th June, 2018**. The deadline for reporting and reviewing authority to submit report and review remain **30th June, 2018** and **31st August, 2018** respectively. APAR cycle for the year 2017-18 needs to be completed by 31.12.2018.

3. Since DoPT has given revised datelines on 21st May, 2018, it is being taken as another opportunity only for these officers whose APARs were force-forwarded after the due date as they had not submitted their self-appraisal.

4. In order to ensure the timely completion of APAR cycle, those who could not submit their self-appraisal and whose APARs have been force forwarded can avail the opportunity upto 15th June, 2018 only in the following manner:

(i) If the APAR is in the inbox of Reporting Authority then the Custodian can delete the workflow of such officer and regenerate the same, to enable the officer to fill up Section II and submit.

(ii) If the APAR is in the inbox of Reviewing Authority then such names may be communicated by the Custodian to DGHRD via email (help.sparrowcbec@gov.in) so that same can be forwarded to NIC for deletion. After deletion of earlier workflow, new workflow may be generated by the concerned PAR Manager/ Custodian to enable the officer to fill up Section II & submit.

5. It is reiterated that the deadline for Reporting and Reviewing Authority will continue to be 30th June 2018 and 31st August 2018 respectively in all cases.

6. This circular may be brought to the notice of all the concerned officers who have not submitted their self-appraisal before the due date and whose APAR has been force-forwarded.

This issues with the approval of the competent authority

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Sanjeev', with the date '2/6/18' written below it.

(Sanjeev Kumar Singh)
Additional Director, DGHRD