



केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX  
6/7 एस्ट्रीट .डी.टी., रेस कोर्स रोड, /A.T.D.STREET RACE COURSE ROAD,  
कोयंबतूर 18-/COIMBATORE -18

C.No.II/09/01/2016 - CF

Dated: 09.03.2016

**CONFIDENTIAL**  
**MOST IMPORTANT**

Sub: APAR – Annual Performance Appraisal Report for the period from 1.4.2015 to 31.3.2016 – Timely submission- Instructions and guidelines – Regarding.

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The Annual Performance Appraisal Report (APAR) for the period from 1.4.2015 to 31.3.2016 in respect of all the officers and staff have to be initiated during the month of April 2016.

The following guidelines, instructions and time schedule should be kept in mind for writing the APAR. The Reporting Officer should ensure that the APAR reflects the true profile of the officers reported upon. Presently the Departmental Promotion Committees (DPCs) have only the APARs to rely upon while making an assessment of an officer for his promotion. Therefore, the APARs are required to be written with great care so that the work, character, qualities and capabilities of the officers reported upon can be accurately judged from these reports. All Group 'A' and 'B' Officers should state whether the **Immovable Property Return (IPR) for the year 2015(as on 1.1.2016)** has been filed within the time schedule, if not, the date of filing should be given.

As per the direction of CCO, Chennai (Cadre Controlling Authority) vide their letter C.No. II/39/195/07-CF-CCA dated 22.1.2007 it is informed that during the Scrutiny of APARs by DPC members it has been observed on several occasions that information regarding period of reporting, office to which the reported officer is attached, date of joining, Dept., and grade etc., are not filled in and also that the reporting officer does not record the grading for each of the columns. Hence the Reporting Officers are requested to write all the information on the first sheet and **give the grading in each column.**

**GENERAL GUIDELINES COMMON TO ALL CADRES**

1. There should be only two levels i.e. Reporting and Reviewing Officers.
2. Particulars in **Part I** should be correctly and completely filled after verification from the **Service Book**. The Reporting Officer should satisfy himself/herself regarding the **correctness** before sending the APAR for review.
3. The Reporting and Reviewing Officers should have **atleast three months supervisory control** over the work and conduct of the officers reported upon before writing the APARs.
4. If any of the Reporting officer is under order of Transfer, the APARs of the officers working under him/her should be completed before his/her relief. If there is no Reporting officer having the **required period of supervision**, then the **Reviewing officer** may initiate the report and submit to his superior for review.
5. The **retired officer** can write the APAR of his subordinates in the capacity of the Reporting officer within ONE **month** of his retirement. This provision has been extended to the "**Reviewing Officer**" **also to review the APAR after retirement.**
6. '**Resume**' of Inspectors should be made in **Part II** and should be limited to **100 words**. All other officers required to give resume (wherever applicable) should do so in the space allotted **within 300 words**.
7. The '**Resume**' should be precise to the point and refer only to the areas of responsibility, actual achievements and the performance of the officer reported upon. The '**Resume**' should be strictly within the prescribed limit of words mentioned above.

8. In case of **Superintendents**, both the **Resume and the report should be in duplicate.**
9. **The Reporting officer** should offer **comments on the 'Resume'** (self-appraisal) of the officer reported upon.
10. Under each point an assessment should be made in a **descriptive manner, instead of giving only 'grading'**. **Grading should be given in all the columns.**
- 11. Overall grading should be given at the end of the report before Reporting officer's signature.**
12. GUIDELINES FOR WRITING APARs OF GROUP 'C' MINISTERIAL AND GROUP 'D' CADRE
  - (a) The Reporting officer should take care and ensure that the APARs in respect of Group **"C" Ministerial and Group "D" Officers are in the revised format** communicated vide this officer letter C. No. II/9/1/2003- CF dated 8.2.2006
  - (b) **As per F.No. A.28011/1/2005- Ad. III.A dated 19.1.2006 of the GOI, Ministry of Finance, Department of Revenue, normal gradation i.e. OUTSTANDING, VERY GOOD, GOOD, AVERAGE, BELOW AVERAGE may be followed** while writing the APARs in respect of Group "C" and Group "D" Officers.
  - (c) As per Board's Circular F. No. A.28018/2/2003-Ad. III.A dated 1.12.2004 the APARs in respect of all Group "D" Officers may be written by the officer in charge with **Gazetted rank and be reviewed by the next superior authority.** Hence, the **Superintendent (PRO)** in charge of group "C" & "D" officers is directed to initiate the APARs in respect of these staff ( including canteen staff) attached to Hqrs. Office and forward the same to Hqrs. CF Section after review on or before **30.6.2016** positively.
13. All the Columns should be filled except:
  - (i) Column regarding fitness for promotion (if printed)
  - (ii) Effectiveness in the development and protection of SC/ST
14. In respect of APARs relating to Stenographers and Group 'C' & 'D' officers also the assessment on the employee's performance should be given in a descriptive manner and then the overall assessment should be given at the end of the report before the signature. **Since the grading is taken into consideration for DPC for promotion to the higher grade and also for other purposes, care must be taken while recording the overall grading under each point.**
15. There should be **no contradictions between the assessment i.e., remarks** and the 'grading'. Therefore every grading/remark whether positive or negative should be invariably **justified** in detail supported by sufficient material on record to justice such **remark on grading.**

**(Letter No.II/9/4/97 CF dated 20.01.1997 issued by this office may please be referred to in case of writing negative remarks in the APAR)**
16. When **adversely commenting on the leave** taken by any officer it may be verified and reported whether the leave taken is of a frequent nature and whether it has been regularized or unauthorised.
17. In respect of officers who are/were on **long leave and have not worked even for a period of 90 days** under any Reporting officer during the reporting period, the fact may be **suitably mentioned in the APAR form** to the effect that **APAR could not be written/ initiated.**
18. "**Reviewing Officer**" should specifically mention whether he/ she agrees with the assessment of the Reporting Officer or not and record his own **'overall assessment' and overall grading against the relevant column.**
19. In the column relating to **'Integrity'** it would be **sufficient, if the term 'honest'** is written. If felt or **found otherwise**, the column should be left blank with remarks **'note enclosed' and a separate note** may be attached with the APAR about the doubts and suspicion regarding the officer's integrity.

20. If there is **no Reporting Officer having the required period of supervision** to initiate the APAR, **the Reviewing Officer** himself/ herself may write/ **Initiate the Report** and submit the same to his/ her own **superior for review.**

21. The officers who are to furnish '**Resume**' should be impressed upon to extend **maximum co-operation** by submitting their **personal resume in time to their Reporting Officers** as that will play an important role in maintaining the '**Time Schedule**' by other officers. **In case of delay in submission of the 'Resume', the Reporting Officers should consider writing the APAR without the 'Resume' so that the time schedule is adhered to. While doing so, the Reporting officers can also point out the failure of the officer reported upon to submit his/ her self-appraisal within the stipulated time.**

22. **Failure on the part of the Reporting/ Reviewing Officer to comply with the Time Schedule shall be viewed seriously and in the absence of proper justification for such delay, the officer superior to the Reporting /Reviewing Officer can issue a written warning for the delay in completing the APARs and place the warning in the APAR folder of the Reporting / Reviewing Officer concerned.**

**INSTRUCTIONS FOR SUBMITTING THE APARs**

1. All the **Reviewing Officers** are requested to **scrutinize thoroughly all the APARs** to ensure that **all columns** are filled in properly before forwarding to Confidential Section. All the completed APARs should reach Headquarters Confidential Section on or before **04.07.2016.**

2. **All Officers incharge of Sections** in Headquarters office, Coimbatore are directed to initiate the APARs in respect of the officers working under them and forward the APARs to the concerned **Reviewing Officers for review.**

3. The **Deputy/ Assistant Commissioners in charge of Divisions** should send the APARs duly initiated in respect of **Group 'B' officers** to the reviewing officers as indicated below for review **on or before 30.06.2016.**

4. All the **Reporting & Reviewing officers** are requested to adhere to the Time-Schedule for writing and submission of APARs as given below:

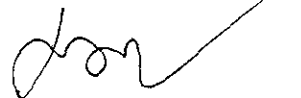
<b>TIME SCHEDULE</b>	<b>DATE BY WHICH TO BE COMPLETED</b>
<b>Submission of Self-appraisal (i.e. Resume) to the Reporting officer (where applicable)</b>	<b>15.04.2016</b>
<b>Submission of report by the Reporting Officer to the Reviewing officer</b>	<b>30.06.2016</b>
<b>Submission of completed APARs by Reviewing officer to Hqrs. Confidential Section.</b>	<b>04.07.2016</b>

6. All the **Deputy/Assistant Commissioners** are also requested to submit a completion certificate to the Commissioner latest by **31.07.2016** to the effect that **APARs in respect of all the staff working under them have been completed and forwarded to Hqrs. Confidential Section.**

7. The **APARs** of the officers who have gone on transfer to other **Commissionerates** during the period from **January to March 2016** should also be initiated by the respective Reporting/ Reviewing officers provided the officers had worked under their control for the **minimum period of three months** and the **APARs sent to this office along with the other APARs.**

8. The APARs are **not received in time**, resulting in **undue hardship** especially as most of the **promotional DPCs** are fixed in the **months of April to September**. In fact, some of the APARs are not received even after several reminders and tend to be lost sight of. Therefore, the Administrative Officers attached to the Deputy/ Assistant Commissioners (**or**) Section Heads, as the case may be should monitor and ensure that the **APARs are sent within the stipulated time**.

9. The required APAR forms should be obtained from the **Administration Section, Hqrs. Office, Coimbatore well in advance**.



(N.J. KUMARESH)  
ADDITIONAL COMMISSIONER

Copy submitted to:

The Chief Commissioner of Central Excise, Coimbatore Zone.

The Commissioner (Appeals I), Coimbatore  
The Commissioner (Appeals II), No.1, Williams Road, Cantonment, Trichy - 1.

Copy to :  
The Additional Commissioner (CCO, Coimbatore),

The Deputy/ Assistant Commissioner in charge of Divisions in Coimbatore Commissionerate (5 copies each).

The Deputy Commissioners/ Assistant Commissioners In Hqrs. Office, Coimbatore.  
The Assistant Commissioner, ICD, Irugur/ Thudiyalur / ICD Chettipalayam Tirupur / Concor Tirupur.

The Assistant Commissioner, International Airport/ Air Cargo Complex, Coimbatore

The Sr.P.S. to the Chief Commissioner, Coimbatore.

The P.S to the Commissioner, Coimbatore.

All Superintendents In ICD, Irugur/ Thudiyalur / ICD Chettipalayam Tirupur / Concor Tirupur.

All Superintendents in International Airport/ Air Cargo Complex, Coimbatore.

All Superintendents in Hqrs Office/ Ranges in Coimbatore Commissionerate.

All Section Heads in Hqrs. Office, Coimbatore.

The PRO, Hqrs. Office

(to initiate APARs of all Group 'C' & 'D' Staff including canteen staff working under him)

✓ The Superintendent (Computer) - for uploading in the website of Coimbatore Commissionerate.

The Deputy Director, DGCEI, Regional Unit, Coimbatore/ Madurai/ Tirunelveli/ Trichy.

The Deputy Director, D R I, Coimbatore/ Chennai.

The Director General of Human Resource Development (HRM), New Delhi (In respect of Shri. Simant Kumar, Inspector posted and working on loan basis from CCO, Coimbatore).

The Commissioner of Central Excise, Cochin and Kolkata I (for officers on deputation from Coimbatore Commissionerate).