



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: 19.04.2016

**CONFIDENTIAL**  
**MOST IMPORTANT**

Sub: APAR – New format for Group 'B' Gazetted & Non-Gazetted Executive Officers from 2015-16 onwards – Regarding.

Ref: This office letter C.No. II/9/01/2016 dated 09.03.2016

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Kind reference is invited to the new APAR for Group 'B' Gazetted & Non-Gazetted Executive Officers uploaded in the DGHRD website.

It is informed that DGHRD has revised the APAR format for Group 'B' Gazetted & Non-Gazetted Executive Officers from 2015-16 onwards. The new APAR forms and the instructions may be downloaded from either in the DGHRD website under the head "APAR format new" or in the website [cenexkovai.tn.nic.in](http://cenexkovai.tn.nic.in)

In view of the above, the APAR for the financial year 2015-16 has to be furnished in the new format only. You are therefore requested to kindly bring this to the notice of all the Group B Gazetted & Non-Gazetted Executive Officers working under your charge.

In addition to the general guidelines for filling up the APAR form communicated vide this office letter of even no. dated 9.3.2016, the following important instructions may also be noted for writing the APARs.

As per the recent directions of the Ministry, failure on the part of the Reporting/Reviewing officers for not having performed the public duty of writing/reviewing APARs within the stipulated time will make them forfeit their right to initiate/review and in the absence of proper justification for such failure/delay, the officers superior to the Reporting/Reviewing officer can issue a written warning for the lapse in completing the APARs and place such warning in the APARs of the Reporting/Reviewing officers concerned.


In the case of ARAR which is not initiated by the Reporting officer for any reason beyond 30<sup>th</sup> June of the year in which the financial year ended, the Reporting officer shall forfeit his right to enter any remarks in the APAR of the officer reported upon and he shall submit all APARs held by him to the Reviewing officers for review on the next working day. Similar situation is there for the Reviewing officers if they fail to enter their remarks by 31<sup>st</sup> August of the year.

In the month of October, Secretary of Departments/heads of organization may direct to call for an explanation from the concerned Reporting/Reviewing officers for not having performed the Public duty of writing the APAR within the due date and in the absence of proper justification, direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.

All the **Deputy/Assistant Commissioners/Sections Heads** shall furnish the **COMPLETION CERTIFICATE** for submission of all the APARs for the period 2015-16 in respect of officers under their charge.

All the Reviewing officers should forward the same after review to the Hqrs. Confidential Section **on or before 31.07.2016.**

Encl: As above

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**(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./CCO 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 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 Commissioner of Central Excise, Cochin and Kolkota I (for officers on deputation from Coimbatore Commissionerate).