



**OFFICE OF THE COMMISSIONER OF CUSTOMS
NO.1, WILLIAMS ROAD, TIRUCHIRAPPALLI
620001**

Phone No. 0431 2411195 / 1737

Telephone No.0431 2410144

E-Mail id:cfcustrichy@gmail.com

C.No.II/9/02/2017-CF

Dated: 31.03.2017

Sub: Confidential – Guidelines for initiating Annual
Performance Appraisal Report (APAR) for the year
2016-17 (01.04.2016 to 31.03.2017) – Reg.

Attention is invited to Standing Order No.5/2004 dated 11.03.2004 and Administrative Instruction No.2/2005 dated 03.02.2005 issued from this Commissionerate on the above subject and Board's letters F.No.A-28011/4/2008-EC/Per. Dated 15.06.2009 enclosing the DOPT's O.M. No.21011/02/2009-Estt. (A) dated 16.02.2009 and F.No.A-28011/12/2013-SO (Per/EC) dated 12.04.2013 wherein the time schedule has been prescribed for preparation of Confidential Reports.

2. It is stressed upon that the time schedule prescribed in the above O.M. and Board's letter dated 12.04.2013 should be adhered to. The instructions contained in the Standing Order and Administrative Instruction may strictly be followed while initiating the APAR in respect of all the officers for the year 2016-17.

3. The latest APAR formats can be downloaded from <http://www.dghrdcbec.gov.in>

4. While initiating the APARs, the following points may be kept in mind:

- a) The assessment should be made in a descriptive manner and the grading should be appropriate to the assessment without contradictions.
- b) Overall grading should be given without fail.** In respect of APAR relating to Stenographers, Sr.P.S., Motor Driver, Group 'C' officers – overall assessment should be given even if there is no specific column for it.
- c) The Reporting and Reviewing Officers should justify the adverse remarks by issuing warnings/memos during the period under review.
- d) In respect of officers who are on long leave and have not worked for a period of 90 days in the reporting period, their service book may be verified and a No Report Certificate to the effect that APAR could not be initiated/ Reviewed for any reason should be specifically given so that the same can be kept in the CCR Dossier in lieu of APAR.
- e) APARs of Stenographers of all grades are not required to be reviewed. Hence, Part IV of the format is not relevant in their case.
- f) Normal gradation, viz. Excellent, Very Good, Good, Average and Below Average may be followed while writing remarks in the APAR.

5. In respect of officers working on deputation at various agencies, the APARs may be initiated at their respective end and completed APARs sent to this Commissionerate for further action.

6. All the Reporting and Reviewing Officers are requested to adhere to the time schedule strictly. The officer who are to furnish resume should be impressed upon to extend maximum co-operation by submitting their personal resume correctly and in time to their Reporting officers. In case of delay in submission of the resume, the Reporting officer need not wait for the resume but may go ahead and write the APAR without resume, if it is submitted within due date.

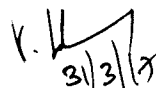
7. The direction of Board in F.No.A-28011/4/2008-EC/Per. Dated 15.06.2009 in connection with timely preparation and proper maintenance of APAR is given for strict compliance:-

i) In case APAR is not initiated by the Reporting Officer for any reason beyond **30th June** of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer reported upon and shall submit the APAR held by him for reporting to the Reviewing Officers on the next working day.

ii) Similar stipulation is there for Reviewing Officers, if they fail to enter their remarks by **31st August** of the year.

iii) In the month of October, Secretary of the Department/Heads of Organization may direct to call explanation from the concerned Reporting/ Reviewing Officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

8. The Board's instruction in File No.C-50/10/2017-Ad-II dated 13.02.2017 informs that if officers themselves do not submit their self appraisal in time to the reporting officer, No Report Certificate (NRC) will not be given and this may affect their promotion.


(V.SIVAKUMAR)

ADDITIONAL COMMISSIONER (P&V)

To

1. The Commissioner of Customs, Trichy.
2. The Additional Commissioner of Customs, Trichy.
3. The Joint Commissioner of Customs, Hqrs., Trichy.
4. The Deputy/Assistant Commissioner of Customs, Customs Division, Trichy/Cuddalore/Ramnad/Nagapattinam/Tuticorin/Airport/Air Cargo, Trichy.
5. The Chief Accounts Officer, Hqrs., Trichy.
6. The Superintendent of Customs, Hqrs., Trichy – CIU/Personnel /Vigilance/ Confidential/Policy/Statistics/IAD/Legal & Review/TRC/Adjudication/Legal Cell @ Chennai/AIU/Airport/Cargo.
7. The Superintendent, Communication Wing, Maintenance/Operations, Hqrs., Trichy.
8. The Administrative Officer (Estt./Admn/DDO), Hqrs., Trichy.

Copy submitted to:

1. The Chief Commissioner of Customs (Prev.), Trichy.
2. The Joint Commissioner (Communications), Trichy.
3. The Deputy Director, DGCEI, Chennai.
4. The Deputy Director, DRI, Tuticorin / Chennai.
5. The Additional Director (General), NACEN, 621, Anna Salai, Chennai.
6. The Director General, CEIB, Janpath Bhavan, 'B' Wing, 6th Floor, New Delhi.
7. The Development Commissioner, M.E.P.Z., Tambaram.



**OFFICE OF THE COMMISSIONER OF CUSTOMS
NO.1, WILLIAMS ROAD, TIRUCHIRAPPALLI
620001**

Phone No. 0431 2411195 / 1737

Telephone No.0431 2410144

E-Mail id:cfscustrichy@gmail.com

C.No.II/9/02/2016-CF

Dated:31.03.2017

Sub: Confidential – Preparation of Check list of officers –
Annual Performance Appraisal Report for the period
2016-17 – Reg.

In order to monitor the receipt of the Annual Performance Appraisal Report of the officers working under the establishment of this Commissionerate for the financial year 2016-17, a checklist is required in respect of Reporting/Reviewing officers.

Hence, all the Divisional Deputy/Assistant Commissioners, Section Heads in Hqrs., Trichy and formations under this Commissionerate are hereby requested to furnish the particulars in respect of the staff of your office in the proforma enclosed herewith. While furnishing the particulars, it is emphasized that the name and designation of the Reporting/Reviewing officers should be mentioned clearly.

If the period of service of an officer in the said Division/Section/Formation is less than 90 days (i.e. those who have joined the Division/Section during /after January 2016 from other places), the information regarding place/Commissionerate where the individual worked for more than 90 days during 2016-17 (01.04.2016 to 31.03.2017) together with the name and designation of the respective Reporting/Reviewing officer may please be furnished.

It may be ensured that there is no omission in respect of the officers in the "Check List".

The particulars should reach this office at the earliest by Speed Post/email at cfscustrichy@gmail.com.

Encl: Format of Checklist.

V. U
31/3/17
(V.SIVAKUMAR)

ADDITIOANL COMMISSIONER (P&V)

To

- 1) The Deputy/Assistant Commissioner of Customs, Customs Division, Trichy/Cuddalore/Ramnad/Nagapattinam/Tuticorin/Airport/Air Cargo, Trichy.
- 2) The Superintendent of Customs, Hqrs., Trichy – CIU/Vigilance/Confidential/Policy/Statistics/IAD/Legal & Review/TRC/Adjudication/Legal Cell @ Chennai/AIU/Aiport/Cargo.
- 3) The Superintendent, Communication Wing, Maintenance/Operations, Hqrs., Trichy.
- 4) The Administrative Officer (Estt./Admn/DDO), Hqrs., Trichy.
- 5) The Superintendent of Customs, Personnel Section (a list showing the names of officers of Trichy Customs Commissionerate who are on deputation to various offices/Directorates may please be furnished to CF Section immediately)

Copy submitted to the Chief Commissioner of Customs (Prev.), Trichy.

FORMAT FOR PREPARATION OF CHECKLIST OF OFFICERS

OFFICER:

SECTION:

SL. NO.	NAME OF THE OFFICER/INDIVIDUAL S/SHRI/KKUM/SMT	DESIGNATION	DATE BIRTH	PERIOD OF SERVICE IN DIVISION/SECTION DURING	NAME & DESIGNATION OF REPORTING OFFICER	NAME & DESIGNATION OF REVIEWING OFFICER
				2016-2017		