



Directorate General of Human Resources Development  
Central Board of Excise & Customs,  
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F.No. 8/B/309/HRD(HRM)/APAR/2016

Dated: 07.07.2017

To

The Principal Chief / Chief Commissioners of Customs and Central Excise (All)  
The Principal Director/ Director Generals of Customs and Central Excise (All)  
The Commissioner I/C of Directorates (All)  
The Commissioner, Settlement Commission (All)  
The Commissioner, CESTAT(All)  
The Commissioner, Authority of Advance Ruling(All),  
The Chief Controller of Factory, Gwalior/Narcotics Gwalior.

Sir/ Madam,

**Subject: Clarification regarding force forwarded APARs - reg.**

1. Please refer to this office letter no. 28/1/BVS/HRD(HRM)/APAR/2017 dated 16.02.2016 wherein it has been communicated that the APARs of Officer Reported Upon have to be force forwarded by the Custodian after 30th April 2017. In compliance of the above mentioned guidelines some Custodians have force forwarded the APAR to the Next level. Remaining APARs have been force forwarded by the Super Custodian at DGHRD to the Reporting Officer.
2. DoP&T vide its O.M. No 21011/02/2015-Estt(A-II)-Part-II dated 13.06.2017 has given one time relaxation for online APAR generation, filling up of self appraisal, reporting, reviewing and acceptance of APAR for year 2016-17 through SPARROW portal. As per the revised guidelines, the last date to fill section II of APAR by the Officer Reported Upon has been extended till 31<sup>st</sup> July 2017.
3. With extension of timelines there is an opportunity available to those officers, who could not upload their resume due to some reason. If any officer could not upload his/her resume and the APAR was force forwarded to Reporting Authority, he/she is to given an option to do so now. It can be done in the following manner:-
  - (i) If the APAR is in the inbox of REPORTING AUTHORITY then Custodian can delete the workflow of such officer and regenerate the same.

(ii. If the APAR is in the inbox of REVIEWING AUTHORITY than such names may be communicated to DGHRD via email ([help.sparrowcbec@gov.in](mailto:help.sparrowcbec@gov.in)) so that same can be forwarded to NIC for deletion.

4. This issues with the approval of competent authority

Yours faithfully,

  
(**Samriti Goel Saran**)  
Joint Director,  
DGHRD