



Directorate General of Human Resources Development
Central Board of Excise & Customs,
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FNo. 8/B/309/HRD(HRM)/APAR/Pt.III/2016

Dated: 29.01.2018

To,

The Principal Chief Commissioner / Chief Commissioner (All),
The Principal Directors General / Directors General (All),
The Principal Commissioner / Commissioners i/c of Directorates(All),
The Principal Commissioner / Commissioner (All),
The Chief Controller of Factories / Narcotics Commissioner, Gwalior.

Sir/Madam,

Subject: Instructions pertaining to No Review Certificate in SPARROW for the year 2016-17 only -Reg.

No Review Certificate needs to be issued wherein the APAR has not been Reviewed by the Reviewing Officer.

- I. APARs in SPARROW for the **year 2016-17** were **force-forwarded from "Reviewing Officer" level to "CR Section to disclose"** (not including cases where force forwarding is done both at reporting and reviewing level) without grading by Reviewing Authority. The message that appears in **Section IV** of the APAR reads as:

"The PAR is force forwarded on DD/MM/YYYY from the account of Reporting/Reviewing/Accepting Authority (as the case may be) as he did not record his/her comments within the stipulated time/demised officer/ retired."

It has been decided that the above message in Section-IV in cases where APAR has been force-forwarded from Reviewing Authority level only, will be treated as **No-Review Certificate**, only for the APAR year 2016-17.

- II. PAR Manager while creating workflow had the option to use skip button against the name of Reviewing Officer, in cases where in Reviewing Officer had retired or Reviewing Officer had demitted the office. When the Skip option is used by the PAR Manager the APAR automatically moves to **"CR Section to Disclose"** screen

and a template with following message appears in place of section IV of APAR :-

“The Reviewing Authority retired / demitted the office. Hence, no remarks could be recorded.”

It has been decided that the above message in Section-IV in cases wherein Skip option has been used against the name of Reviewing Authority, will be treated as **No-Review Certificate**, only for the APAR year 2016-17.

2. Further there have been cases in SPARROW wherein the comments of Reporting Officer could not be recorded as the APAR was force forwarded, due to expiry of prescribed timeline. However, in some cases such APARs have been reviewed by the Reviewing Officer. It is clarified herein that such APARs will be treated as complete and closed, for the purpose of reporting/reviewing. This shall be applicable only for the APAR year 2016-17.

3. This issues with the approval of Board.

Yours faithfully


Samriti Goel Saran
Joint Director (HRM-I)