



Directorate General of Human Resources Development
Central Board of Excise & Customs,
Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110 001
Fax : 011-23748050 (www.dghrdcbec.gov.in)

F No. 8/B/309/HRD(HRM)/APAR /2016

Dated: 21.11.2016

To,

The Principal Chief Commissioner / Chief Commissioner (All),
The Principal Director General / Director 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: Role assignment for implementation of online writing of APAR -reg.

Please refer to this office letter of even no. dated 20.10.2016 wherein you were requested to nominate following officers in every Commissionerate falling in your Zone with specific roles for managing the online writing of APAR:

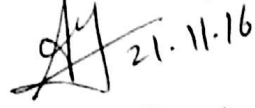
- I. **Custodian**- A person authorized to sign section I of the APAR and overall responsible for complete APAR management Officer of the rank of ADC/ JC (P&V) may be nominated for the same.
- II. **PAR Manager**- A person responsible for creating hierarchical work flow in the software for purpose of recording of APARs of the officer working in the Ministry/Department. The officer will be of the rank of AC/ DC (P&V)
- III. **Alternate Custodian**- A person who performs the role of Custodian in the absence of Primary Custodian. This officer will be of the rank of AC/ DC other than the one who has been appointed as PAR Manager.

The zone wise list of the Commissionerate from which the role allocation details has not been received by DGHRD is available on the website of DGHRD. The details in respect of all officers nominated for above mentioned roles may be sent in the Proforma given in Annexure 'A' enclosed herewith. These details may also be sent through email to anish.upadhyay@nic.in

डी.जी.एच.आर.डी. (BVCSS)
प्रेषक.....
क्रम सं. 5782-5842
दिनांक 21.11.16

प्रेषित

Yours faithfully,


21.11.16
(Anish Upadhyay)
Assistant Director

Encl: As above.

Annexure A

S.No.	Name of the Formations	Name, Designation & Contact Details of		
		Custodian	Alternate Custodian	PAR Manager

Bangalore Zone (Central Excise)	
S. No	Formation
1	Bengaluru (LTU)
Jaipur Zone (Central Excise)	
S. No	Formation
1	Jaipur Zone (CCO Office)
2	Alwar
Kolkata Zone (Central Excise)	
S. No	Formation
1	Kolkata Zone (CCO Office)
Meerut Zone (Central Excise)	
S. No	Formation
1	Meerut Zone (CCO Office)
2	Meerut- II (Hapur)
3	Noida- II
4	Meerut (Audit-II)
Ranchi Zone (Central Excise)	
S. No	Formation
1	Ranchi Zone (CCO Office)
2	Dhanbad
3	Jamshedpur
4	Patna
5	Ranchi- I
6	Ranchi- II
7	Patan (Audit)
Chennai Zone (Customs)	
S. No	Formation
1	Chennai Zone (CCO Office)
2	Chennai- I & VII
3	Chennai- II
4	Chennai- III
5	Chennai- IV
6	Chennai- V
7	Chennai- VI
8	Chennai- VIII

Delhi Zone (Customs)	
S. No	Formation
1	Delhi Zone (CCO Office)
2	Delhi (General)
3	Delhi (Airport)
4	Delhi Air Cargo (Import)
5	Delhi Air Cargo (Export)
6	Delhi (Import)
7	Delhi (Export)
8	Delhi ICD
Delhi (Prev.) Zone (Customs)	
S. No	Formation
1	Delhi (Prev.) Zone (CCO Office)
2	Amritsar
3	Jaipur (Jodhpur)
4	Ludhiana
5	Delhi (Prev.)
Mumbai- II Zone (Customs)	
S. No	Formation
1	Mumbai- II Zone (CCO Office)
2	Nhava Sheva General
3	Nhava Sheva- I
4	Nhava Sheva- II
5	Nhava Sheva- III
6	Nhava Sheva- IV
7	Nhava Sheva- V
Patna Zone (Customs)	
S. No	Formation
1	Patna Zone (CCO Office)
2	Lucknow (Prev.)
3	Patna (Prev.)
Delhi Zone (Service Tax)	
S. No	Formation
1	Delhi Zone (CCO Office)
2	Delhi- I
3	Delhi- II
4	Delhi- III
5	Delhi- IV
6	Delhi (Audit-I)

7	Gurgaon (Audit-II)
Mumbai Zone (Service Tax)	
S. No	Formation
1	Mumbai Zone (CCO Office)
2	Mumbai- I
3	Mumbai- II
4	Mumbai- III
5	Mumbai- IV
6	Mumbai- V
7	Mumbai- VI
8	Mumbai- VII
9	Mumbai (Audit- I)
10	Mumbai (Audit- II)
11	Mumbai (Audit- III)
Directors General	
S. No	Formation
1	D.G. Vigilance
Directorates	
S. No	Formation
1	Directorate of Data Management
2	Directorate of Drawback
Others	
S. No	Formation
1	Chief Commissioner(TAR)
2	Settlement Commission
3	Authority of Advanced Ruling
4	Board Office