



भारत सरकार /Govt. of India

आयकर भवन /Income Tax Department

प्र. मुख्य आयकर आयुक्त कार्यालय, उ. प. क्षेत्र, आयकर भवन सेक्टर -17 ईचण्डीगढ़ -160017

**The Principal Chief Commissioner of Income Tax(NWR), Aayakar Bhawan,
Sector-17E, Chandigarh, Email ID-Chandigarh.dcit.hq.vig@incometax.gov.in**

F.No. Pr.CC/CHD/CB-1/APAR/2023-24/518

Dated: 23.02.2024

To,

The Chief Commissioner of Income Tax- Amritsar/Panchkula/Shimla/
Ludhiana,
The Director General of Income Tax (Inv.), Chandigarh,
All the Pr. Commissioners/Directors of Income Tax, NWR, Chandigarh,
All the Pr. Commissioners/Director of Income Tax- (AU/RU/VU), NWR,
Chandigarh,
All the Commissioners/Directors of Income Tax, NWR, Chandigarh,
The Addl. Director General, DTRTI, Chandigarh,
The Addl. Commissioner of Income Tax (International Taxation), Chandigarh.

Madam/Sir,

**Sub: Communication of APARs/ACRs to Group 'C' Officials by the
Reviewing Officers w.e.f. F.Y. 2019-20 onwards-Regarding**

Kindly refer to this office letters no. 10-12 dated 29.05.2020, 735 dated 11.02.2021, 859A dated 23.03.2021 and 270 dated 19.07.2021 (copy enclosed) on the subject cited above.

2. In this regard, I have been directed to inform you that this office has observed that the Reviewing Officers are not communicating the APARs to the officials reported upon after reviewing the same and not complying with this office letters dated 29.05.2020, 11.02.2021, 23.03.2021 & 19.07.2021 respectively.
3. Therefore, in view of above, I have once again been directed to request you to kindly direct all the officers (Reviewing Authorities) posted under your administrative control to communicate the duly reported/reviewing APARs to the officials reported upon, in whose case he/she is Reviewing officer so that the concerned officials may be provided an opportunity to make representation(s), if necessary, against the entries and the final grading given in his/her report.
4. This is for kind information & strictly compliance.

Yours faithfully,

Encl.: As Above

(Dr. Mohnish Digra)
Deputy Commissioner of Income Tax (Hq.)(Vig.),
Chandigarh



भारत सरकार /Govt. of India

आयकर भवन / Income Tax Department

प्र. मुख्य आयकर आयुक्त कार्यालय, उ. प. क्षेत्र, आयकर भवन, सेक्टर -17 ई, चण्डीगढ़ -160017

The Principal Chief Commissioner of Income Tax(NWR), Ayakar Bhawan, Sector-17E,
Chandigarh

F.No. Pr.CC/CHD/CB-1/2020-214/ 10-12

Dated: 29.05.2020

To

The Chief Commissioner of Income Tax,
Panchkula, Shimla, Ludhiana, Amritsar,
The Director General of Income Tax, (Inv.)
Chandigarh.

Madam/Sir,

Sub:- Communication of APARs/ACRs to Group 'C' Officials by Reviewing Officers w.e.f
F.Y. 2019-20 -Regarding-

Kindly refer to the subject cited above.

2. In this connection, I have been directed to intimate that it has been decided by the Competent Authority that w.e.f from F.Y 2019 -20, the Annual Performance Appraisal Report (APAR) in case of Group 'C' Officials should also be communicated to the official reported upon by the Reviewing Authority after the same has been reviewed upon by him .

3. Thus, the Reviewing Authority should not only send the copy of the APAR to the custodian but also communicate the same to the official reported upon before sending it to the Custodian /Coordinating Authority.

4. This maybe circulated to all offices for kind compliance.

o/c

Yours faithfully,

(Manveet Singh Sehgal)

Joint Commissioner of Income Tax, (O.S.D)(Hq.)(Vig.)

Chandigarh

Encl: As above

फोन/फैक्स 2544244-0172
01722544116



भारत सरकार/Govt. of India

आयकर विभाग/Income Tax Department

प्रधान मुख्य आयकर आयुक्त , उ.प .क्षेत्र , आयकर भवन , सैक्टर -17ई , चण्डीगढ़
Principal Chief Commissioner of Income Tax, Aayakar Bhawan Sector-17 E, Chandigarh

फा .सं .प्र.मु.आ.आ./चण्डी/गो.1 वा.कार्य.नि.रि./2020-21/735

दिनांक: 11.02.2021

सेवा में

मुख्य आयकर आयुक्त
पंचकुला, अमृतसर,
मुख्य आयकर आयुक्त (ReAC) शिमला, लुधियाना,
आयकर निर्देशालय (एन्वे) चंडीगढ़,

महोदय/महोदया,

विषय- Communication of APARs/ACRs to Group 'C' Officials by Reviewing Officers w.e.f F.Y. 2019-20- Regarding.

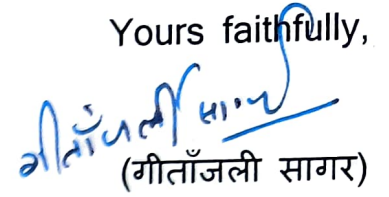
Kindly refer to this office letter no. F.No.Pr.CC/CHD/CB-1/2020-21/10-12 dated 29.05.2020 on subject cited above.

2. In this connection, I have been directed to intimate that it has been decided by the Competent Authority that w.e.f from F.Y. 2019-20, the Annual Performance Appraisal Report (APAR) in case of & Group 'C' Officials should be communicated to the official reported upon by the Reviewing Authority after the same has been reviewed upon by him.

3. Thus, the Reviewing Authority should not only send the copy of the APAR to the custodian but also communicate the same to the official reported upon before sending it to the Custodian/Coordinating Authority.

4. This may be circulated to all offices for kind compliance.

Yours faithfully,


(गीतांजली सागर)

आयकर उपायुक्त(मुख्या)(सर्तकता)

चंडीगढ.

Copy to:-

1. All the Pr. Commissioner/Directors of Income Tax, NWR, Chandigarh.
2. All the Pr. Commissioners/Directors of Income Tax (ReAC)
(AU/RU/VU).NWR, Chandigarh.
3. All the Commissioners/Directors of Income Tax. NWR, Chandigarh
4. The Addl. CIT(International Taxation), Chandigarh

☎ 0172-2544604



☎ 0172-2544131

भारत सरकार/Government of India

आयकर विभाग/Income Tax Department

कार्यालय प्रधान मुख्य आयकर आयुक्त, उ०प० क्षेत्र, आयकर भवन, सेक्टर-17ई, चण्डीगढ़-160017
 O/o the Principal Chief Commissioner of Income Tax (NWR), Aayakar Bhawan, Sector-17E, Chandigarh.
 E-mail: chandigarh.dcit.hq.vig@incometax.gov.in

फ० सं०:प्र०मु०आ०आ०/चण्डी०/गोपनीय शाखा-1/वा.कार्य.नि.रि./2020-21/ 859A

दिनांक: 23.03.2021

To

The Chief Commissioner of Income Tax-Amritsar/Panchkula,
 The Chief Commissioner of Income Tax (ReAC)-Shimla/Ludhiana,
 The Director General of Income Tax (Inv.), Chandigarh,
 All the Pr. Commissioners/Directors of Income Tax, NWR, Chandigarh,
 All the Pr. Commissioners/Director of Income Tax (ReAC)(AU/RU/VU), NWR, Chandigarh,
 All the Commissioners/Directors of Income Tax, NWR, Chandigarh,
 The Addl. Director General, DTRTI, Chandigarh,
 The Addl. Commissioner of Income Tax (International Taxation), Chandigarh.

Madam/Sir,

Sub: Communication of APARs/ACRs to Group 'C' officials by the Reviewing Officers w.e.f. F.Y. 2019-20 onwards-Reg.-

Kindly refer to this office letters F. No. Pr. CC/CHD/CB-1/2020-21/10-12 dated 29.05.2020 & फा. संख्या: प्र.मु.आ.आ./चण्डी/गो.1/वा.कार्य.नि.रि./2020-21/735 दिनांक 11.02.2021 (copy enclosed) on the subject cited above.

2. In this regard, I have been directed to inform you that this office has observed that the Reviewing officers are not communicating the APARs to the officials reported upon after reviewing the same and not complying with this office letters dated 29.05.2020 & 11.02.2021 respectively.
3. Therefore, in view of above, I have once again been directed to request you to kindly direct all the officers (Reviewing Authorities) posted under your administrative control to communicate the duly reported/reviewed APARs to the officials reported upon, in whose case he/she is Reviewing officer so that the concerned officials may be provided an opportunity to make representation(s), if necessary, against the entries and the final grading given in his/her Report.
4. This is for kind information & strictly compliance.

Encl: As above.

भवदीय,

(गीतांजली सागर/Geetanjali Sagar)

आयकर उपायुक्त (मु.)(सतर्कता)

Deputy Commissioner of Income Tax (Hq.)(Vig.),

चंडीगढ़/Chandigarh

☎ 0172-2544604



☎ 0172-2544131

भारत सरकार/Government of India

आयकर विभाग/Income Tax Department

कार्यालय प्रधान मुख्य आयकर आयुक्त, उ०प० क्षेत्र, आयकर भवन, सेक्टर-17ई, चण्डीगढ़-160017
 O/o the Principal Chief Commissioner of Income Tax (NWR), Aayakar Bhawan, Sector-17E, Chandigarh
 E-mail: chandigarh.dcit.hq.vig@incometax.gov.in

फ० सं०: प्र०मु०आ०आ०/चण्डी०/गोपनीय शाखा-1/वा.कार्य.नि.रि./2021-22/ 270

दिनांक: 19.07.2021

To

The Chief Commissioner of Income Tax-Amritsar/Panchkula,
 The Chief Commissioner of Income Tax (ReFAC)-Shimla/Ludhiana,
 The Director General of Income Tax (Inv.), Chandigarh,
 All the Pr. Commissioners/Directors of Income Tax, NWR, Chandigarh,
 All the Pr. Commissioners/Director of Income Tax (ReFAC)(AU/RU/VU), NWR, Chandigarh,
 All the Commissioners/Directors of Income Tax, NWR, Chandigarh,
 The Addl. Director General, DTRTI, Chandigarh,
 The Addl. Commissioner of Income Tax (International Taxation), Chandigarh.

Madam/Sir,

Sub: Communication of APARs/ACRs to Group 'C' officials by the Reviewing Officers w.e.f. F.Y. 2019-20 onwards-Reg.-

Kindly refer to this office letters F. No. Pr. CC/CHD/CB-1/2020-21/10-12 dated 29.05.2020, फा. संख्या: प्र.मु.आ.आ./चण्डी/गो.1/वा.कार्य.नि.रि./2020-21/735 दिनांक 11.02.2021 & 859A dated 23.03.2021 (copy enclosed) on the subject cited above.

2. In this regard, this office has observed that the Reviewing officers are not communicating the APARs to the officials reported upon after reviewing the same and not complying with this office letters dated 29.05.2020, 11.02.2021 & 23.03.2021 respectively.
3. Therefore, I have once again been directed to request you to kindly direct all the officers posted under your administrative control to communicate the APARs (after being reviewed) to the official reported upon, in whose case he/she is Reviewing officer so that the concerned officials may be provided an opportunity to make representation(s), if necessary, against the entries and the final grading given in his/her Report.
4. This is for kind information & strict compliance.

Encl: As above.

भवदीया,

(गीतांजली सागर/Geetanjali Sagar)

आयकर उपायुक्त (मु.)(सतर्कता)

Deputy Commissioner of Income Tax (Hq.)(Vig.),

चंडीगढ़/Chandigarh

o/c