



सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क गृह, नयी हार्बर एस्टेट, तूतीकोरिन - 628 004
CUSTOM HOUSE, NEW HARBOUR ESTATE, TUTICORIN - 628 004
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C.No. II/39/11/2018-Vig.

Date:09.04.2018

Sub: Confidential-Writing of Annual Performance Appraisal Report (APAR) for the period from 01-04-2017 to 31-03-2018 Reg.

In connection with the above subject matter, it is brought to the notice of all officers that the Annual Performance Appraisal (APAR) as per the time schedule give below. The specimen copy of APAR is available at Vigilance Section, Custom House, Tuticorin.

Sl.No	Item of Work	Time Frame
1	Submission of Self-appraisal (i.e., Resume) to the Reporting Officer by the Officer to be reported upon	15.04.2018
2	Submission of Report by the Reporting Officer to the Reviewing Officer	30.06.2018
3	Report to be completed by Reviewing Officer and sent to Confidential/ Vigilance Section	31.08.2018

02. The Reporting and reviewing Officer should have at least three months of supervisory control over the officer reported on.

03. All Group 'B' Officers (including Group 'B' Non-Gazetted Officers) should state in their resume whether the Annual Property Return for the year 2018 (as on 01.01.2018) has been filed within the prescribed time, if not, the date of filing should be given.

04. As per the recent directions of the Ministry, failure on the part of the Reporting/Reviewing officers for not having performed the public duty of the Writing/Reviewing APARs within the stipulated time will make them forfeit their right to initiate/review and in the absence of proper Justification for such failure/delay, the officer superior to the Reporting/Reviewing officer can issue a written warning for the lapse in completing the APARs and place the warning in the APARs of the Reporting/Reviewing officers concerned.

05 Attention is invited to Board's letter F.No. A. 28011 /4 / 2008Ec/per dated.15.06.2009 in connection with timely preparation and proper maintenance of APAR which is reproduced below for strict compliance.

i) In case the ACR (now 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 he shall submit all APARs held by him for reporting to the Reviewing officers If they fail to enter their remarks by 31 th August of the year.

ii) In the month of October, Head of the organization will call for an explanation from the concerned Reporting/Reviewing officers for not having

performed the Public duty of writing the APAR within the due date and in the absence of proper justification direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.


06. All the Deputy/Assistant Commissioners/Section Heads shall furnish the COMPLETION CERTIFICATE for submission of all the APARs for the period 2017-18 In respect of officers under their charge by 31.05.2017.

07. The instructions/guidelines issued by DOPT vide OM No.21011/02/2009-EstLM) dated 16.02.2009 (copy enclosed) with respect to timely completion of APARs are not just advisory but these are in the nature of orders which are to be followed by all the offices of Custom House in letter and spirit.

08. If any officer finds that they have not worked under any of the reporting and reviewing officer detailed in the list enclosed, they may inform the fact to vigilance section for change over of reporting /reviewing officer.

09. Any failure on the part of the Reporting/Reviewing officers to comply with the time schedule shall be viewed seriously.

This is issued with the approval of Additional Commissioner (P&V), Custom House, Tuticorin.



(एस इलानगो / S. ELANGO)

(सहायक आयुक्त / ASSISTANT COMMISSIONER)

To

1. The Addl. Commissioner. Custom House, Tuticorin.
 2. All Deputy/Assistant Commissioners in the Custom House/St.John ICD, Tuticorin.
 3. AO /PRO. Custom House, Tuticorin.
 4. All Superintendents in-charge of CFSs /import Examination/Export Examination/Old Port Examination/Docks/CH & ICD Office
 - ✓ 5. Superintendent, EDI/Admn. – with request upload the circular in the website of Tuticorin Customs and to upload the same e-mail of the Officer concerned.
- Copy to: PA. to Commissioner
Copy submitted to
The Chief Commissioner of Customs (Preventive), Trichy
Copies to:
The Deputy Director. DRI, Tuticorin
The Deputy Director. DRI, Chennai,
With a request to initiate the APAR in respect of Officers on deputation from Tuticorin Customs Commissionerate.