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माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE
 तमिलनाडु एवं पुदुच्चेरीअंचल
TAMILNADU & PUDUCHERRY ZONE
 सं. 26/1, महात्मा गांधी मार्ग, चेन्नई -600 034
No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034

सी. सं./C.No. II/39/711/2021 CF-CCA

दिनांक / Dated: 15.02.2021

INSTRUCTION 01/2021

To,
 The Chief Commissioner/ Principal Commissioner/ Commissioner of GST & C.Ex.,
 Chennai North/ South/ Outer/ Audit-I/ Audit - II/ Appeals-I/ Appeals-II/
 Salem/ Coimbatore/ Trichy/ Puducherry/ Madurai/
 Coimbatore Audit/ Coimbatore Appeals

To,
 The Commissioner of Customs,
 Trichy/ Tuticorin

Sub: Writing of APARs of Group 'B' & 'C' officers and forwarding of dossiers and transaction files - Instructions - regarding

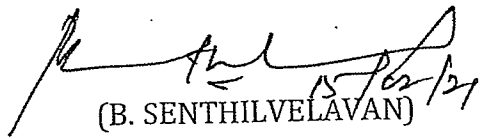
During the various DPCs held for the vacancy year 2020, the Principal Chief Commissioner observed that the pen picture written in the APARs of the officers is not commensurate with the gradings awarded to them. In some of the APARs it was noticed that even though adverse remarks had been written in the pen picture, gradings awarded by the Reporting/ Reviewing Officer was Very Good/ Excellent, and vice versa in some cases.

2. Since the benchmark for promotion in Group 'B' & 'C' cadre is "Good" and that the benchmark for grant of MACP is "Very Good", the Principal Chief Commissioner has instructed that due care should be taken while writing APARs of the officers, so that the pen picture of the officer reported upon and the gradings awarded to them are in consonance with each other. Also, in case of earlier APARs not communicated to the officer reported upon, the officers posted in vigilance section/ custodians are instructed to communicate the same to the respective officers and obtain dated acknowledgement from the officers concerned. The acknowledgement copy should necessarily be placed in the dossier of the officer.

3. Further during the 56(j) review meeting, it has come to the notice of the Principal Chief Commissioner that when an officer is transferred, his/her dossiers/ APARs are not forwarded in full to the Commissionerate to which he/she is posted. Also, the action in the transaction files are kept pending for quite a long time and forwarded without completion. The review of some of the officers could not be done due to non-receipt of the dossiers from the previous place of posting. Hence, the Principal Chief Commissioner has instructed that whenever an officer is transferred to another Commissionerate, the Vigilance / Confidential section should forward the dossier/ IPR/ transaction files within a period of 10-15 days to the new Commissionerate where the officer is posted.

4. This issues with the approval of the Principal Chief Commissioner of GST and Central Excise, Tamil Nadu and Puducherry Zone.

Yours faithfully,


(B. SENTHILVELAVAN)
ADDITIONAL COMMISSIONER

Copy submitted to the Chief Commissioner (Customs Preventive), Trichy

Copy to the Assistant Commissioner of GST & Central Excise, Pr.CCO, Chennai

✓ Copy to Supt (Computers) - To be placed on Website.