



GOVERNMENT OF INDIA / भारत सरकार

OFFICE OF THE COMMISSIONER OF CENTRAL G.S.T. & C.EX. PATNA-1
आयुक्त का कार्यालय, केन्द्रीय जी.एस.टी. और केन्द्रीय उत्पाद शुल्क, पटना -1
3RD FLOOR, C.R. (ANNEXE) BUILDING, B.C. PATEL PATH, PATNA -800001
तीसरी मंजिल, केन्द्रीय राजस्व (एनेक्सी) भवन, बीर चंद पटेल पथ, पटना- 800001.

C. No. Con -18/04/APAR/2018/ 169-173

Dated: 3/04/2018

To
The Deputy/Assistant Commissioner
Central GST & CX Division,
Patna (East)/Patna(West)/Patna(Central)/Bhagalpur/Gaya.

Sir,

Sub :- Writing and timely completion of APAR of Officer & Staff (Gr. B & C) including retired officer for the year 2017-18-Reg.

Attention of all the Reviewing/Reporting Officers are invited towards writing and timely completion of APARs in respect of Officer & Staff (Gr. B & C) including retired officers for the year 2017-18 as per DOPT O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009 & DOR O.M. issued vide F.No.50050/4/2014-Per/HQ dated 04.04.2014. Reporting Officers are further directed to submit the reported APAR to the concern Reviewing Officers within stipulated time as per prescribed timeline vide said O.M. dated 16.02.2009.

New APAR format may be downloaded from the DGHRD [website:http://www.dghrdcbec.gov.in](http://www.dghrdcbec.gov.in) for the grade of Gr.B Gazetted /Non-Gazetted Officers and Gr.C.

In this context, it is further requested to submit a list of Officers/Staff (Gr.B & C) including retired Officers posted under your jurisdiction whose APAR for the year 2017-18 has to be initiated alongwith the name of their Reporting & Reviewing Officer by 10th April 2018. It is also requested to submit a certificate to this effect that Reviewed APARs for the previous year (2016-17) of all the Officers/Staff (Gr. B & C) including retired Officers posted under your charge/jurisdiction have been submitted by you/your office.

Yours faithfully,

[Signature]

Assistant Commissioner (P&V)
Central GST & CX, Patna-I

C. No. As above/ 174-201

Dated:- 03.04.2018

Copy for information and similar action to:-

1. PA to the Commissioner, CGST & CX (H) Patna-I.
2. PA to the joint Commissioner, CGST & CX(H), Patna-I
3. The Deputy /Assistant Commissioner (A.E.)/Data Analytics and Intelligence/Policy/Legal and Prosecution/Tribunal and RRA/Personnel & Vigilance/Welfare and Administration and Adjudication and Monitoring.
4. C.A.O.CGST & CX(H), Patna-I
5. A.O. CGST & CX(H), Patna-I
6. All Superintendent, CGST & CX (H), Patna-I
7. Notice Board.

[Signature]
27/4/18

Assistant Commissioner (P&V)
Central GST & CX, Patna-I