



OFFICE OF THE Pr. COMMISSIONER OF CUSTOM (G)
NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI-400 001

F.NO. S/5-50/2016 P&E (CCR)

PERSONNEL & ESTT. DEPT
NEW CUSTOM HOUSE,
BALLARD ESATE,
MUMBAI – 400 001.

Date: .05.2018

CIRCULAR NO. 18/2018

**SUB: Writing of APAR for the period April 2017 to March 2018
(year 2017-18) time schedule for the same. - reg**

Please refer to this office circular no 12/2018 dated 28.03.2018 vide which complete guidelines along with schedules for writing of APAR were issued.

As the date for submission of resume by the to be reported upon officer is over, all the Reporting Officers are requested to initiate writing of APAR of the officers even if resume have not submitted by the officer to be Reported upon. All reporting officers are requested to provide the names of all such officers to the APAR Section alongwith their present place of posting so that blank form may be forwarded to the concerned administration section for filing up of Section-I/ Part-I of the of APAR & further forwarding to the concerned reporting officer for initiation of APAR, as per OM.No.35014/4/83-Estt(A),dated-23rd September,1985. Last date for submitting the APAR by reporting officer is 30th June 2018.

Therefore, all Reporting Officers are requested to initiate process of writing APAR of all officers including of these who have not submitted their resume by scheduled date. It is reiterated that writing APAR is the responsibility of Reporting / Reviewing Officer.

This issues with the approval of Pr. Commissioner of Customs (G) Zone-I.


16/5/2018

(Dr. B. S. MEENA)

ADDITIONAL COMMISSIONER OF CUSTOMS(G),
CCR / PERSONNEL & ESTT. SECTION
NCH, MUMBAI

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All Departments/Sections