	दूरभाष /Telephone:044-28335040 फेक्स /Fax :044-28331090
<p style="text-align: center;"> OFFICE OF THE PRINCIPAL COMMISSIONER OF GST AND CENTRAL EXCISE, CHENNAI NORTH COMMISSIONERATE 26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै-600 034 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034 </p>		

C.NO.II/39/161/2017- Vig.Ch-I

Dated: 29.03.2019


URGENT

Sub: Confidential – Preparation of “Check List” and Section I
 Details of Officers – Annual Performance Appraisal Report 2018-2019 –
 Reg.

In order to monitor timely completion of Annual Performance Appraisal Report of Gr. B & C officers working under the establishment of Chennai North Commissionerate, for the year 2018-2019 (01.04.2018 to 31.03.2019), a ‘Check List’ and Section I details of APAR of all Group B & C employees are required in this office urgently.

2. All the Divisional Heads, Section Heads attached to Officers in Hqrs. Office and formations under Chennai North Commissionerate are hereby requested to furnish the particulars in respect of the staff of their office in the proforma enclosed herewith. While furnishing the particulars, it is emphasized that the name and designation of the Reporting/Reviewing officer should be mentioned clearly. Further, all Administrative Officers (DDO), Hqrs and Divisions are requested to ensure forwarding of duly certified particulars of Section I Details of APAR for 2018-19 of all Group B and C employees to this office immediately.
3. If the period of service of an officer in the said office/Division/Section is less than 90 days (i.e., those who have joined the Divisions/Section, during/after January 2018 from other places) the information regarding place/Commissionerate where the individual worked for more than 90 days during 2018-2019 (01.04.2018 to 31.03.2019) together with the name and designation of the respective Reporting/Reviewing officer may please be furnished.
4. It may please be ensured that there is no omission in respect of the officers in the ‘Check List’ and Section I details of APAR for 2018-19.
5. The particulars should reach this office on or before **25.03.2019**.

Encl: as above


 (Rajeev Kumar)
 Additional Commissioner (P&V)

To

All the Assistant/Deputy Commissioners of GST & C.Excise,
 Hqrs. Tiruvottivur / Rovapuram / Madhavaram / Parris / Egmore / Thiru Vi Ka/

✓ Copy to Suptt (computers) for uploading in website

नाम/Name:

एपीएआर की अवधि/Period of APAR: 01.04.2018 to 31.03.2019

वार्षिक निष्पादन मूल्यांकन रिपोर्ट
ANNUAL PERFORMANCE APPRAISAL REPORT
सीमा शुल्क एवं केंद्रीय उत्पाद शुल्क विभाग के सभी समूह 'ख' राजपत्रित कार्यपालक अधिकारियों
के लिए

For All Group 'B' and Group 'C' Officers of the Department of Customs & Central Excise

अवधि.....से.....तककीनिष्पादनमूल्यांकनरिपोर्ट

PerformanceAppraisalReportfortheperiodfrom01.04.2018 to 31.03.2019

वा.नि.मू.रि. की अवधि के दौरान कार्यालय.....

Office during the period of APAR.

खंड-1 - मूलभूतसूचना
Section I-Basic Information

1. रिपोर्ट से संबंधित अधिकारी का नाम
Name of the office reported upon:

2. जन्म तिथि
Date of Birth:

3.वर्तमान पद
Present post:

4. रिपोर्टिंगऔर पुनरीक्षण प्राधिकारी
Reporting and Reviewing Authorities:

	नाम एवं पदनाम Name& Designation	कृत कार्य की अवधि Period worked
रिपोर्टिंग प्राधिकारी Reporting Authority		
पुनरीक्षण प्राधिकारी Reviewing Authority		

5. अवकाश आदि पर अनुपस्थित रहने की अवधि
Period of absence on leave etc.:

	अवधि Period	प्रकार Type
अवकाश पर(प्रकार दर्शाये) On Leave(specify type)		
अन्य ब्यौरा दें Others(specify)		

6. प्रशिक्षणकार्यक्रमजिसमेंउपस्थितहुए
Training Programs attended:

नाम/Name:

एपीएआर की अवधि/Period of APAR: 01.04.2018 to 31.03.2019

कार्यक्रम की अवधि Period of programme (दिन/माह/वर्ष) से (DD/MM/YYYY to (दिन/माह/वर्ष)DD/MM/YYYY	संस्थान Institute	विषय Subject

7. पुरस्कार/ सम्मान
Awards/Honours:

8. अधिकारीकेए.पी.ए.आर. काब्यौराजोपिछलेवर्षरिपोर्टिंग/पुनरीक्षणप्राधिकारी (लागू होने वाले पर (√) लगाएं) द्वारा लिखा गया है।
Details of APARs of officers not written by the officer as reporting/reviewing authority {(√) the applicable) for the previous year :

अ.क्र. S. No.	अधिकारी का नाम Name of the officer	रिपोर्टिंग अधिकारी Reporting Officer	पुनरीक्षण अधिकारी Reviewing Officer

9. दिसम्बरकोसमाप्तहोनेवालेवर्षसेसंबंधितअचल सम्पत्तिविवरणकोभरेजानेकीतारीख
Date of filing the immovable property return for the year ending December 2016

10. लोकपाल व लोकायुक्त अधिनियम, 2013 के अंतर्गत सम्पत्तियों व देनदारियों की घोषणा फाइल करने की तारीख
Date of filing the assets and liabilities declaration, under the Lokpal and Lokayuktas Act, 2013.

दिनांक: प्रशासन/कार्मिक विभाग की ओर से हस्ताक्षर
Date: Signature on behalf of Admn./Personnel Deptt.