

OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX : KOLKATA -I, KOLKATA
AAYAKAR BHAWAN
P-7 CHOWRINGHEE SQUARE : KOLKATA - 700069

No DCIT/Conf/NG/10-11/ Kol /2062

Dated: 11.01.2011

To
All Heads of the offices,
West Bengal Region,

Sub : Maintenance and preparation of Annual Performance Appraisal Report communication of all entries for fairness and transparency in public administration.

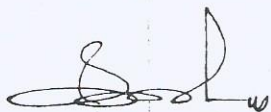
Kindly find herewith copies of the DoPT's OM. No. 21011/1/2005-Estt(A)(PT-II) dated 14/05/2009 and the letters dated 01/04/2010 and 31/05/2010 issued from the Directorate of Income Tax(HRD), CBDT in the matters stated in the subject.

2. In the said letters it has been stated that the entries in the ACRs for the FY 2008-09 are required to be communicated to the officer reported upon and the ACRs for the period 2008-09 would have to be considered for the DPC to be held for this year i.e. 2010. Therefore, it is necessary that all the ACR entries for the year 2008-09 onwards are communicated to the concerned officials so that the instructions contained in the above O.M. are complied with before the ACRs are considered for the DPC.

3. At present, to comply with the requirements of the said O.M., I am directed to send copies of the ACRs of the non-gazetted officials mentioned in the list enclosed for the FY 2009-10 to you with a request to provide a copy of the ACR to the respective officials with a direction to submit their representations, if any, on the remarks/comments of the Reporting/Reviewing Officer within 15 days of receipt of the same. It is also requested that the representations received from the officials to whom copies of the ACRs have been provided may be sent to this office along with the comments of the Reporting and / or Reviewing Officer on the representations within 15 days of receipt of the representations to enable the Competent Authority to consider the representation, if necessary, in consultation with the Reporting and/or Reviewing officer and to decide the matter objectively based on the materials placed before him within a period of thirty days from the date of receipt of the representation.

4. I am also directed to state that before sending the ACR / APAR of the non-gazetted officials for the F.Y. 2010-11 onwards to this office, copies of the ACR/ APAR be provided to the respective official with the direction to submit his/her representation, if any, on the ACR / APAR within 15 days of receipt of the copy. Thereafter, the comments of the Reporting and / or Reviewing Authority on the representation of the official may be obtained and sent to this office with the original ACR / APAR of the officials for further necessary action in this matter.

Encl: As stated.


(SANJIT KR DAS)
DCIT(Hqrs)(Estt), Kolkata
For CCIT, Kolkata I.