



आयुक्त सीमाशुल्क (सामान्य) का कार्यालय, मुंबई अंचल -II

जवाहरलाल नेहरू सीमाशुल्क भवन, न्हावा शेवा, तालुका उरण, जिला रायगड, महाराष्ट्र - ४००७०७

Office of the Commissioner of Customs (General), Mumbai Zone-II

Jawaharlal Nehru Custom House, NhavaSheva, Tal: Uran, Dist: Raigad, Maharashtra- 400707

F. No. S/5-Gen-74/2018-19/ P&E (IPR & APAR)/JNCH

Date: 21.05.2019

**OFFICE CIRCULAR**

Reference is invited to this Office Circular of even number dated 14.05.2019 & 17.05.2019 for **online writing of APAR in SPARROW for 2018-19.**, wherein DGHRD had instructed that the Custodians should generate the APAR online latest by **24.05.2019**.

**It is, once again requested that all the Group B & C officers may submit the duly filled Section I of APAR immediately.**

Further it is to intimate that DOPT vide their O.M. dated 18.04.2019 has revised timelines for self-appraisal, reporting & reviewing of APAR of Group A, B & C officers, as below :

Sr. No.	Activity	Revised Target Date
1	Self Appraisal of APAR	30 <sup>TH</sup> June, 2019
2	Reporting of APAR	31 <sup>st</sup> July, 2019
3	Reviewing of APAR	31 <sup>st</sup> August, 2019.
4	Appraisal by Accepting Authority, wherever provided	15 <sup>th</sup> September
5	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority (ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority	10 <sup>th</sup> September, 2019. 25 <sup>th</sup> September, 2019.
6	Receipt of representation, if any, on APAR	15 days from the date of communication
7	Forwarding of representation, to the competent authority (i) where there is no Accepting Authority for APAR (ii) where there is Accepting Authority for APAR	30 <sup>th</sup> September, 2019. 31 <sup>st</sup> October, 2019.
8	Disposal of representation by the competent authority	Within one month of date of receipt of representation by the competent authority
9	Communication of decision of the competent authority	Within fifteen days of finalisation of decision by competent authority
10	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> December, 2019

**-SD/-**

**(T.R. Dash)**

Asstt. Commissioner of Customs  
P&E(APAR-IPR), JNCH

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