

	<p style="text-align: center;">भारत सरकार Government of India वित्त मंत्रालय, राजस्व विभाग Ministry of Finance, Department of Revenue केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड Central Board of Indirect Taxes &amp; Customs मानव संसाधन विकास महानिदेशालय, एच<sup>०</sup>आर<sup>०</sup>एम-1 Directorate General of Human Resource Development, HRM-I भाई वीर सिंह साहित्य सदन/Bhai Vir Singh Sahitya Sadan, गोल मार्केट/Gole Market, नई दिल्ली/New Delhi-110001.</p>	
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To

Date: 11-06-2025

**The Pr./ Chief Commissioners/ Directors General under CBIC (All)**  
**The Pr./Commissioner in-charge of Directorates (All)**  
**The Chief Controller of Factory, Gwalior /Narcotics Gwalior**  
**The Commissioner (Coordination), CBIC, New Delhi**  
**Joint Secretary (Hq.), Ad.I, Department of Revenue**

Sir/Madam,

**Subject: Instructions for issuance of NRC in respect of the officer's in the grade of Chief Commissioner and above and ADC/JC posted in the Directorates where there is no post of Director General/ Group 'A' officers presently on Deputation – reg.**

Your kind attention is invited to DGHRD's instructions on 'Issue of NRC for missing periods of APARs' issued vide F.No.8/B/72/HRD(HRM)/2014 dated 03.09.2014 (copy enclosed).

2. As per paragraph 8 of the aforementioned instructions, Competent Authority to issue NRC in respect of officers of the grade of Chief Commissioner and above is JS (HQ), AD-I, DOR. However, for timely closure of APAR cycle on SPARROW Portal and in order to ensure expeditious issuance of NRC for officers of the rank of Chief Commissioner and above, the Competent Authority to issue NRC is reassigned as Commissioner (Co-ordination), CBIC.

3. Further, to facilitate issuance of NRC in respect of officers of the rank of ADC/JC, who are posted in Directorates, not having a post of Director General and for facilitating issuance of NRC in case of all Group 'A' officers who are presently on deputation, the Competent Authority shall be O/o ADG (HRM-I), DGHRD, CBIC.

4. Thus, the Competent authority to issue NRC for various grades are tabulated as under:

Sl.No.	Grade of Officer	Competent Authority to issue the NRC
1	DC/AC	Pr. Commissioner/Commissioner (Present Jurisdiction)
2	ADC/JC	Pr. Chief Commissioner/Chief Commissioner/ Pr. Director General/Director General (Present Jurisdiction)
3	ADC/JC posted in the Directorates where there is no post of Director General	O/o ADG (HRM-I), DGHRD, CBIC
4	Pr. Commissioner & Commissioner	O/o ADG (HRM-I), DGHRD, CBIC

5	Chief Commissioner and above	Commissioner (Co-ordination), CBIC
6	Group 'A' officers presently on Deputation	O/o ADG (HRM-I), DGHRD, CBIC

5. This may kindly be brought to the notice of all the Group 'A' officers under your charge.

This issues with the approval of the competent authority.

Yours faithfully,

**(Manu Panwar)**  
**Joint Director**