

	<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, एच०आर०एम-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>	
---	---	---

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.

Sir/Madam,

**Subject: Instructions for constitution of Referral Board in r/o APAR Representation submitted by Assistant/Deputy Commissioners (IRS C & IT) who are posted in Directorates where there is no post of Director General – reg.**

Your kind attention is invited to Board's letter F. No. A-28011/03/2009-SO(Per/EC) dated 29.09.2011 (copy enclosed) which provides for constitution of Referral Board for disposal of Representations against gradings, remarks etc. in the APARs of IRS (C&IT) officers.

2. Inquiries have been received, regarding constitution of Referral Board in the grade of Assistant/Deputy Commissioners, in case where these officers are posted in Directorates, not having the post of Director General.

3. The matter has been examined. It is clarified that for considering APAR representations of Assistant/Deputy Commissioners (IRS C&IT) posted in Directorates not having the post of Director General, the constitution of Referral Board shall be as under-

Officer Reported Upon	Reviewing Authority	Referral Board
Assistant/Deputy Director	ADG/Pr. ADG	DG, DGHRD-HRM (Chairman) ADG (DG, HRM-II) ADG/Pr. ADG of the Directorate where the officer is currently posted and who has not reviewed the APAR

4. 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

