

F.No. A-60011/8/2014-Ad.IIB  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs

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North Block, New Delhi  
Dated the 24<sup>th</sup> July, 2017  
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To

The Director (Revenue Laboratories), CRCL  
All Joint Directors/ Chemical Examiner, Gr.I/II, CRCL  
(Through Director, CRCL)

**Subject: APARs of officers of Central Revenues Control Laboratories (CRCL) – representations against gradings, etc. – reg.**

Sir

Attention is invited to the Board's earlier instructions prescribing the format for writing of APAR for the officers of the Central Revenues Control Laboratory. For disposal of representations, if any, received from the officers concerned regarding gradings, remarks, etc. given in their APAR, there will be a Referral Board consisting of the following members:-

Officer reported upon	Reviewing Authority	Referral Board
Chemical Examiner, Gr. I/ II (In-Charge Laboratory)	Director (RL)	Jurisdictional Chief Commissioner (Chairman) Two local Commissioners nominated by the Chairman of Referral Board
Chemical Examiner, Gr. I/ II (Headquarters)	Director (RL)	Chief Commissioner, Customs Preventive (Delhi Zone) (Chairman) Two local Commissioners nominated by the Chairman of Referral Board
Joint Director (In-Charge Laboratory)	Director (RL)	Jurisdictional Chief Commissioner (Chairman) Two local Commissioners nominated by the Chairman of Referral Board
Joint Director (Headquarters)	Member (Customs), CBEC	Chairman, CBEC (Chairman) Member (Admn), CBEC Chief Commissioner, Customs Preventive (Delhi Zone)
Joint Director (GOAW, Ghazipur)	Director (RL)	Chief Commissioner, Customs Preventive (Delhi Zone) (Chairman) Two local Commissioners nominated by the Chairman of Referral Board

Director (RL)	Chairman, CBEC	Chairman, CBEC (Chairman) Member (Admn), CBEC Any other Member, CBEC other than Member (Customs) nominated by Chairman of Referral Board
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2. The mechanism of Referral Board is applicable only in respect of ACR/ APARs of 2008-09 onwards.

3. In cases, where the Reporting Officer or the Reviewing Officer, in respect of the ACR/ APAR of which representation of the Officer Reported upon is being considered, happens to be a member of the Referral Board, the Chairman of Referral Board may co-opt another officer at appropriate level in place of such Reporting/ Reviewing Officer.

4. ACRs prior to 2008-09 with 'Below Bench Mark' grade for promotion and reckonable for assessment in a future DPC may be dealt with in terms of DoPT's O.M. dated 13.04.2010 on the subject.

5. The 'Competent Authority' for considering and deciding representation on ACRs upto 2007-08 with 'Below Bench Mark' grade for next promotion and reckonable for assessment in a future DPC shall be the authority higher to the officer who had reviewed the ACR.

6. Director (RL) is requested to bring the above guidelines to the notice of all Group 'A' officers under CRCL, CBEC.

Yours faithfully

*A. K. Qasim*

(A. K. Qasim)

Director (Ad.IIA&B)

Tel. No. 011-23095530

Copy to:-

1. PPS to Chairman (CBEC)/ PSO to Member (Admn)/PS to Member (Customs)/ PS to Commissioner (Coord), CBEC.
2. The DG, System & Data Management, EC/EDI Gateway Project, CR Building, New Delhi for uploading on official website of CBEC.