



सत्यमेव जयते

कार्यालयप्रधानमहालेखाकार (लेखाएवंहक), पश्चिमबंगाल
ट्रेजरीबिल्डिंग्स, 2, गवर्नमेंटप्लेस, वेस्ट, कोलकाता-700001

OFFICE OF THE PR. ACCOUNTANT GENERAL(A&E), WEST BENGAL
TREASURY BUILDINGS, 2, GOVERNMENT PLACE WEST, KOLKATA- 700001



लोकहितार्थं सत्यमिच्छा
Dedicated to Truth in Public Interest

No. PAGAEWB/03/57/02/WM/Misc.-II/2021-22/30

Date: 07.06.2021

CIRCULAR

Subject: - Extended timeline for recording APAR of Divisional Accountant Cadre for the year 2020-2021

In terms of Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, OM No. 21011/02/2015-Est(A-II)-Part II dt 14.04.2021, the timeline for recording and completion of entire process of Annual Performance Appraisal Report (APAR) for the year 2020-2021, in respect of all officials under Divisional Accountant Cadre, has been extended in the following manner: -

Sl No.	Nature of action to be taken	Date by which to be completed
1	Submission of self-appraisal to the Reporting Officer	30th June 2021
2	Forwarding of report by the Reporting Officer to the Reviewing Officer	31st July, 2021
3	Forwarding of Report by Reviewing Officer to C.R. /APAR Cell or accepting authority, wherever provided	31st August, 2021
4	Appraisal by accepting authority, wherever provided	30th September 2021
5	(a) Disclosure of APAR to the officer reported upon where there is no accepting authority (b) Disclosure of APAR to the officer reported upon where there is accepting authority	10th September, 2021 10th October, 2021
6	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication

7	Forwarding of representation to the competent authority 1. where there is no accepting authority for APAR 2. where there is accepting authority for APAR	30th September, 2021 31st October, 2021
8	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
9	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority.
10	End of entire APAR process, after which the APAR will be finally taken on record	31st December 2021

The Reporting Officers and Reviewing Officer are requested to follow the instruction appended with the APAR carefully at time of filling 'Integrity' and 'Grading'.

In case, if any official fails to submit the APAR within the stipulated date, the Reporting officer may report about the work and conduct of the official in the blank APAR form on the basis of his experience with the note regarding such failure of the timely submission of APAR by the incumbent.

This issues with the approval of DAG (A/cs & VLC).

Sd/-

(P. Saha)
Sr. Accounts Officer/WM

No. PAGAEWB/03/57/02/WM/Misc.-II/2019-20/281

Date: 07.06.2021

Copy forwarded to: -

1. Sr. AO/ITSC, with the request for uploading the office order in the public view area of this office website.

Sd/-
Sr. Accounts Officer/WM