



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

कार्यालय महालेखाकार (लेखा व हकदारी)
पंजाब एवं यू. टी, सैक्टर 17 -ई, चंडीगढ़ -160017.

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Letter No.: Admn.1/APAR/GC/23-24/524

Dated: 26.03.2024



Office Order

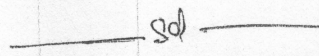
Subject: Writing of Annual Performance Appraisal Report of the officials for the year 2023-24.

As per orders of competent authority the Annual Performance Appraisal Report of the Officer/Officials for the year 2023-24 are required to be written by the reporting officers by 30.06.2024 and reviewed by reviewing officers by 31.07.2024. The Reviewing Officers will submit all the APARs to the concerned authority by 31.07.2024.

The blank forms of Annual Performance Appraisal Report will be distributed by 31.03.2024 to all the Reporting Officers in respect of officials of Group 'C' who have worked under them for longer part (as per directions received from the Headquarters office vide circular no. 21011/01/2017-Estt(A)-II dated 27.09.2019) and Reporting Officers of remaining officials of Group 'B' Gazetted and Non -Gazetted who worked under them for three months or more during the period 01.04.2023 to 31.03.2024. The particulars of these officials are required to be shown in proforma enclosed with this office order and the same to be returned to Admn I section, in case of Group 'C' officials, CA to Sr. DAG (Admn), in case of AAO and Secretary to Accountant General, in case of Sr.AOs latest by 31.03.2024 positively.

The Reporting Officers are required to depute a responsible official to collect the blank forms of Annual Performance Appraisal Report in respect of his/her section so that the distribution of blank forms of Annual Performance Appraisal Report can be completed well in time. Thereafter the work of writing of self-appraisal by officers/officials to be reported upon is required to be completed by 15.04.2024 and writing/reviewing work also be completed as per above schedule.

All the reporting Officers/Reviewing Officers should observe the due dates so that the work of Writing /Reviewing of APARs may be completed as per schedule.


Sr. Deputy Accountant General (Admn)

Endst. No. Admn. I/APAR/NGO /23-24/6394 -6404

Dated: 26/3/24

1. Secretary to Accountant General.
2. All Group & Branch Officers.
3. Sr. Accounts officer, PPCB, TM-II, Admn.UT.
4. Sr. Accounts officer, CRT-I, II, Welfare & PAO.
5. Sr. Accounts officer, Admn-II, Admn-III, Training cell.
6. Sr. Accounts officer, Works Admn.
7. Sr. DAG (Admn) Cell & CA to DAG.
8. IT support cell to upload the Circular on website.