



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)-I, म.प्र.

भोपाल शाखा, 53, अरेरा हिल्स, होशंगाबाद रोड, भोपाल - 462011  
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SUPREME AUDIT INSTITUTION OF INDIA  
सर्वोच्च निरीक्षण संस्थान  
Dedicated to Truth in Public Interest

क्रमांक उप. म.ले(नि.ले)/ए पी आर/2023-24/ D-36

दिनांक 27.03.2024

प्रति,

संभागीय लेखापाल/प्रशिक्षु संभागीय लेखापाल,

संभागीय लेखा अधिकारी ग्रेड-2

संभागीय लेखा अधिकारी ग्रेड-1 एवं

वरिष्ठ संभागीय लेखा अधिकारी जो म प्र के विभिन्न निर्माण संभागों (PWD, WRD, PHE Divisions), एन.वी.डी.ए

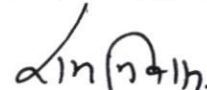
संभागों (NVDA Division) एवं ग्रामीण यांत्रिकी सेवा संभागों (RES Divisions) में पदस्थ हैं |

विषय: वर्ष 2023-24(1.4.2023 से 31.3.2024) के वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Annual Performance Appraisal Report (APAR) ) लिखने के संबंध में |

उपरोक्त विषयान्तर्गत लेख हैं कि वर्ष 2023-24 (1.4.2023 से 31.3.2024) के वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Annual Performance Appraisal Report (APAR) ) लिखे जाने हेतु खोरा प्रपत्र वितरित करने के उद्देश्य से वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र संलग्न कर अपलोड किया जा रहा है | अधोहस्ताक्षर द्वारा संभागीय लेखापाल संवर्ग के समस्त अधिकारियों को निर्देशित किया जाता है कि वे उपरोक्त वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन प्रपत्र का प्रिंट आउट निकाल लें तथा प्रतिवेदन के पार्ट-1 (Personal data) एवं पार्ट-2 स्वमूल्यांकन (self-appraisal) स्वयं हस्तलिखित कर अपना कार्य निष्पादन मूल्यांकन प्रतिवेदन (APAR) संबंधित कार्यपालन यंत्री (जिनके अधीन आपने रिपोर्टिंग वर्ष 2023-24 में 90 दिन या उससे अधिक समय कार्य किया हो) एवं इस पत्र के साथ संलग्न कार्यपालन यंत्री को संबोधित पत्र, संबंधित रिपोर्टिंग अधिकारी (कार्यपालन यंत्री) को दिनांक 15.4.2024 या इससे पूर्व प्रस्तुत करना सुनिश्चित करें ताकि वे समयावधि के भीतर APAR रिपोर्टिंग कर अधोहस्ताक्षरकर्ता को 30.6.2024 के पूर्व भेजा जा सकें | आपका स्वमूल्यांकन भरा हुआ ए.पी.ए.आर (self-appraisal filled up APAR), संबंधित रिपोर्टिंग अधिकारी (कार्यपालन यंत्री) को समयावधि के भीतर प्रस्तुत किये जाने का प्रमाणीकरण तथा रिपोर्टिंग अधिकारी के पूर्ण विवरण (मोबाईल नम्बर सहित) की सूचना संबंधित संभागीय कार्यालय द्वारा इस कार्यालय को भेजना सुनिश्चित करें | आपके या रिपोर्टिंग अधिकारी के स्थानांतरण होने की स्थिति में यह सुनिश्चित किया जावे कि आपका वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन रिपोर्टिंग के पश्चात् इस कार्यालय को प्रेषित कर दिया गया है | यदि किसी भी रिपोर्टिंग अधिकारी के अधीन 90 दिवस से कम कार्य किया हो तो उक्त अवधि/अवधियों के लिए कार्यपालन यंत्री द्वारा प्रमाणीकरण किया हुआ गैप शीट (Gap Sheet) प्रेषित किया जावे | उपरोक्त समयावधि भारत के नियंत्रक एवं महालेखापरीक्षक कार्यालय, नई दिल्ली द्वारा निर्धारित किया गया है | अतः आपका वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन समयावधि के भीतर रिपोर्टिंग अधिकारी को प्राप्त नहीं होता है तो उसके जिम्मेदार आप स्वयं होंगे तथा आदेश की अवहेलना मानते हुए आपके विरुद्ध उचित अनुशासनिक कार्यवाही की जा सकती है |

प्रशिक्षु संभागीय लेखपालों को प्रथम से निर्देशित किया जाता है कि वे वर्ष 2023-24 (1.4.2023 से 31.3.2024) तक के अवधि का ) अपने कार्य एवं आचरण प्रतिवेदन (work and conduct report) संलग्न निर्धारित प्रपत्र में संबंधित कार्यपालन यंत्री /कार्यपालन यंत्रियों से लिखावाकर 30.4.2024 के भीतर अधोहस्ताक्षर को भिजवाना सुनिश्चित करें |

( प्राधिकार: प्रधान महालेखाकार (लेखा एवं हकदारी) प्रथम म.प्र. का आदेश दिनांक 26.3.2024 )

  
उप महालेखाकार (निर्माण लेखा)

# ANNUAL PERFORMANCE APPRAISAL REPORT

FOR

SENIOR DIVISIONAL ACCOUNTS OFFICER/  
DIVISIONAL ACCOUNTS OFFICER GRADE-I

/ DIVISIONAL ACCOUNTS OFFICER GRADE- II

DIVISIONAL ACCOUNTANT

वरिष्ठ संभागीय लेखा अधिकारी/

संभागीय लेखा अधिकारी ग्रेड-1/

संभागीय लेखा अधिकारी ग्रेड-2/

संभागीय लेखापाल

के लिये

वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन

Shri/श्री.....

Designation/पदनाम.....

From/कब से.....to/कब तक .....

Division and Account Number of the Division in which  
worked during the period of report:

संभाग एवं संभाग का लेखा क्रमांक जिसमें रिपोर्ट की अवधि में  
कार्य किया गया:

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I  
MADHYA PRADESH**

**Branch at Bhopal, 53, Arera Hills, Hoshangabad Road, Bhopal (MP)-462011**

**कार्यालय प्रधान महालेखाकार(लेखा एवं हकदारी) प्रथम मध्यप्रदेश**

**भोपाल शाखा, 53 अरेरा हिल्स, होशंगाबाद रोड, भोपाल(म प्र)-462011**

**ANNUAL PERFORMANCE APPRAISAL REPORT**  
**FOR**  
**SENIOR DIVISIONAL ACCOUNTS OFFICER/  
DIVISIONAL ACCOUNTS OFFICER GRADE-I/II,  
DIVISIONAL ACCOUNTANT**

Report for the period from.....to.....

**PART-I**

**PERSONAL DATA**

(To be filled by the Administrative Section concerned of the Office)

1. Name of the Officer :  
(in capital letters)
2. Employee I.D.:
3. Designation:
4. Whether the Officer belongs to Scheduled  
caste/Scheduled Tribe?:
5. Date of Birth:
6. Educational qualifications including Professional and  
technical qualifications:
7. Departmental Examination passed:
8. Date of continuous appointment to the present grade:
9. Present Post and date of appointment thereto:
10. Period of absence from duty  
(on leave, training etc.) during the year. If he has undergone  
training please specify

**PART-II**  
**SELF APPRAISAL**

**(To be filled by the Official Reported upon)**

(Please read carefully the instructions given at the end of the form before filling the entries)

1 Brief description of the duties

2. A. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight or ten items of work in the order of priority and your achievement against each target(Example Annual Action Plan for your division), particularly having regard to procurement planned and actually made through GeM portal for those Government Servants who handed procurement during the period under reference:

Target/Objectives/Goals		Achievements	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Procurements made through GeM portal(whenever applicable)</b>			
(i) Total Budget allocated for procurement by the Ministry/Department/Division/Section in Rupees(as may be applicable in the the case of the Officer Reported upon)		(i) Total Procurement through GeM portal made by him/her during the period of report (in Rs.)	
		(ii)% of procurement through GeM portal as against the budget indicated in the Target	
		(iii)Procurements made Outside GeM portal and the reasons thereof	
		(iv)Steps taken for promotion of GeM in the Ministry/Department/Division/Section	

2.B Please state briefly, the target set and the quantum of work done in regard to rendition of monthly accounts, maintenance of guard files and other registers and furnishing of various returns.

3A. Please state briefly the shortfalls with reference to the targets/objectives referred to the column. 2. Please specify constraints, if any, in achieving the targets.

3B. Please also indicate items in which there have been significantly, higher achievements and your contribution thereto.

3C. Any significant additional achievements apart from those mentioned in Column 2.

3D. Training programmes attended.

Place:

Date.....

Signature of the officer reported upon

Name in Block Letters.....

Designation.....

Division: .....

**PART – III (To be filled in by reporting Officer)**

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Please state whether you agree with the self-appraisal of the Officer reported upon as mentioned in Part II. If not, please furnish the factual details.

**2. Assessment of work output**

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10 (One – Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 40 percent.**

S. No.	Items	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-IV)	Initials of Reviewing Authority
(i)	Accomplishment of planned work/work allotted as per subject allotted			
(ii)	Quality of output			
(iii)	Analytical ability			
(iv)	Accomplishment of exceptional work/ unforeseen tasks performed			
(v)	<b>Overall Grading on 'Work Output'</b>			

### 3. Assessment of personal attributes

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10 (One – Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 30 percent.**

S.No.	Items	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-IV)	Initials of Reviewing Authority
(i)	Attitude to work			
(ii)	Sense of responsibility			
(iii)	Maintenance of Discipline			
(iv)	Communication skills			
(v)	Leadership qualities			
(vi)	Capacity to work in team spirit			
(vii)	Capacity to adhere to time-schedule			
(viii)	Inter-personal relations			
(ix)	Overall bearing and personality			
(x)	<b>Overall Grading on 'Personal Attributes'</b>			

### 4. Assessment of functional competency

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10 (One – Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 30 percent.**

S.No.	Items	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-IV)	Initial of Reviewing Authority
(i)	Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly			
(ii)	Strategic planning ability			
(iii)	Decision making ability			
(iv)	Coordination ability			
(v)	Ability to motivate and develop subordinates			
(vi)	Initiative			
(vii)	<b>Overall Grading on 'Functional Competency'</b>			

5. Attitude towards Scheduled Caste/Scheduled Tribe/Weaker Sections of Society (Please comment on his/her understanding of the problems of Scheduled Caste/ Scheduled Tribe/Weaker Sections and willingness to deal with them)

6. Aptitude & Potential:

(Please indicate possible lines of growth and development of the officer)

7. Training:

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer



8. State of health:

9. Integrity:

(Please see note S.No.12 below the instructions)

10. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections. Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may also be recorded.

11. Overall numerical grading on the basis of weightage given in Para 2, 3 and 4 in Part- III of the Report.

Signature of the Reporting Officer

Date.....

Place.....

Name in Block Letters.....

Designation .....

During the period of Report .....

**PART – IV      REMARKS OF THE REVIEWING OFFICER**

1. Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-III? In case you do not agree with any of the numerical assessments of attributes please record your assessments in the column provided for you in Part III and initial your entries.

Yes, I agree	No, I do not agree. I have recorded my assessment in Part-III
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(Please strike out whichever is not applicable)

3. In case of difference of opinion, please give details and reasons for the same.

4. Comments, if any, on the Pen Picture written by the Reporting Officer.

5. Overall numerical grading on the basis of weightage given in Para 2, 3 and 4 in Part – III of the Report.

Signature of the Reviewing Officer

Place:

Name in Block Letters

Date:

Designation during the period of Report

## INSTRUCTIONS

1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. The Performance Appraisal should be used as a tool for human resource development. Reporting officers should realize that the objective is to develop an officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.

4. Answers shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language.

Please do not use omnibus expression like "Outstanding", "Very Good", "Good", "Average", "Below Average" while giving your comments.

5. The Reporting Officer shall, in the beginning of the year set quantitative / physical targets in consultations with each of the Officers with respect to whom he is required to reported upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting officer. The targets/goals shall be set at the commencement of the reporting year. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

6. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.

7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard and his/her performance, conduct, behaviour and potential.

9. Assessment should be confined to the appraisee's performance during the period of reportonly.

10. Some post of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

11. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

12. **The following procedure should be followed in filling up the column relating to integrity:**

It is further conveyed that the remarks against the integrity column of APARs of the officer reported upon shall be made **by the Reporting Officer in one of the three options mentioned below**

(a) Beyond doubt

(b) Since the integrity of the officer is doubtful, a secret note is attached

(c) Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.

A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the APAR to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to

form a definite judgment or that he has heard nothing against the officer, as the case may be.

(a) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the APAR.

(b) If the doubts or suspicions are confirmed, this fact should also be recorded and dully communicated to the officer concerned.

(c) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

**13. Guide lines regarding filling up APAR with numerical grading:**

- i. Numerical gradings are to be awarded by Reporting and Reviewing Authorities for the assessment of work output, personal attributes and functional competency of the officer reported upon. These should be on the scale of 1-10, where 1 refers to the lowest grade and 10 to the highest grade. Numerical gradings, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items "Accomplishment of planned work/work allotted as per subjects allotted under Assessment of Work Output and "Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly" under assessment of Functional Competency".
- ii. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- iii. APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- iv. APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- v. APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5.
- vi. APARs graded below 4 will be given a score of "Zero".

**14. Weightage and Mean:**

Weights have been assigned to work output, personal attributes and functional competency. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(Ministry of Home Affairs OM No. 51/4/64 Estt (A) dated 23.07.2009 and Department of Personnel and Training OM No. 21011/1/2005-Estt (A) (Pt. II) dated 23.07.2009, OM No. 21011/27/2015-Estt (A-II) dated 11.02.2016, OM No. 21011/04/2019-Estt (A-II) dated 24.09.2020)

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## Assessment in respect of work and conduct of Divisional Accountant (Probationary)

Assessment of Shri./Smt./Ku \_\_\_\_\_, Divisional Accountant (P) for the period from \_\_\_\_\_ to \_\_\_\_\_ in respect of his/her Work Output, Personal Attributes, functional competency and integrity.

Division in which worked during the period of report \_\_\_\_\_

### 1. Assessment of work output

S.No.	Items	Numerical grading given by Reporting Officer(Executive Engineer)
1	Accomplishment of planned work/ work allotted	
2	Quality of output	
3	Analytical ability	
4	Accomplishment of exceptional work/unforeseen tasks performed	
Overall Grading on "Work Output"		

### 2. Assessment of Personal Attributes

S.No.	Items	Numerical grading given by Reporting Officer(Executive Engineer)
1	Attitude to work	
2	Sense of responsibility	
3	Maintenance of discipline	
4	Communication skills	
5	Leadership Qualities	
6	Capacity to work in team spirit	
7	Capacity to work in time limit	
8	Interpersonal relations	
9	Overall bearing and personality	
Overall Grading on "Personal Attributes"		

### 3. Assessment of Functional Competency

S.No.	Items	Numerical grading given by Reporting Officer(Executive Engineer)
1	Knowledge of Rules/Regulations/Procedures in the areas of function and ability to apply them correctly	
2	Strategic planning ability	
3	Decision making ability	
4	Coordination ability	
5	Ability to motivate and develop subordinates	
Overall Grading on "Functional Competency"		

### 4. Overall Numerical Grading

### 5. Assessment on integrity

	Assessment of integrity(Tick only one option whichever is applicable)
(a) Beyond Doubt	
(b) Since the integrity of the official is doubtful, a secret note is attached	
(c) Not watched the officer's work for some time to form a definite judgement but nothing adverse has been reported to me about the official	

Place:

Date:

Seal and Signature of the Executive Engineer of the Division

Note: 1. Numerical grading are to be awarded by Reporting Authority for the assessment of work output, personal attributes and functional competency of the officer reported upon on the scale of 1-10.

2. Assessment Report graded between 8 and 10 will be rated as "Outstanding".

3. Assessment Report graded between 6 and short of 8 will be rated as "Very Good"

4. Assessment Report graded between 4 and short of 6 will be rated as "Good"

5. Assessment Report graded below 4 will be rated as "Average"



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)-I, म.प्र.  
भोपाल शाखा, 53, अरेरा हिल्स, होशंगाबाद रोड, भोपाल - 462011  
इरभाष 0755-2554821 & 2764037 फेक्स: 0755-2557452 ई-मेल: srdagaebhopal@cag.gov.in



क्रमांक उप. म.ले(नि.ले)/सचिवालय/ए पी आर/2023-24/ D-37

दिनांक 27.03.2024

प्रति,

संबंधित कार्यपालन यंत्री/संभागीय अधिकारी  
लोक निर्माण विभाग संभाग, जल संसाधन संभाग,  
लोक स्वास्थ्य यांत्रिकी खण्ड, नर्मदा विकास संभाग,  
ग्रामीण यांत्रिकी सेवा म प्र को सूचनार्थ एवं आवश्यक कार्यवाही हेतु

विषय : संभागीय लेखापाल/संभागीय लेखा अधिकारियों के वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Annual Performance appraisal (APAR) ) के लेखन रिपोर्टिंग के संबंध में निर्देश |

महोदय/महोदया,

समस्त संभागीय अधिकारी/कार्यपालन यंत्री जो संबंधित संभाग में पदस्थ संभागीय लेखापाल/संभागीय लेखा अधिकारियों के वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन के लेखन/रिपोर्टिंग के रूप में रिपोर्टिंग अधिकारी हैं उन्हें सूचित किया जाता है कि डी.ओ.पी.टी, नई दिल्ली एवं नियंत्रक महालेखापरीक्षक कार्यालय द्वारा जारी निर्देशों के तहत रिपोर्टिंग अधिकारी (कार्यपालन यंत्री) द्वारा संभागीय लेखापाल/संभागीय लेखा अधिकारियों के वर्ष 2023-24 के वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Annual Performance appraisal (APAR) के लेखन/रिपोर्टिंग कर उप महालेखाकार (निर्माण लेखा ) जो कि समीक्षा अधिकारी हैं, उन्हें प्रस्तुत करने का अंतिम तिथि 30.6.2024 रखा गया है | यदि किसी कारणवश रिपोर्टिंग अधिकारी द्वारा 30 जून 2024 तक प्रतिवेदन रिपोर्टिंग कर न भेजने की स्थिति में संभागीय लेखापाल/संभागीय लेखा अधिकारी द्वारा आपको प्रदत्त उनका स्वमूल्यांकन भरा हुआ ए.पी.ए.आर (Self appraisal filled up APAR), अगले कार्यदिवस में इस कार्यालय को भिजवाना सुनिश्चित करें ताकि समीक्षा अधिकारी (Reviewing Officer ) द्वारा रिपोर्टिंग किया जा सकें |

यह भी अनुरोध है कि रिपोर्टिंग किया हुआ ए.पी.ए.आर (APAR) इस कार्यालय को प्रेषित करने के पूर्व कृपया निम्नलिखित जांच सुनिश्चित कर लें :

1. ए.पी.ए.आर (APAR) के भाग III भरने के पूर्व ए.पी.ए.आर (APAR) फॉर्म के अंत में ए.पी.ए.आर (APAR) लिखने के संबंध में दिए गए निर्देशों का अवलोकन करना सुनिश्चित करें |
2. ए.पी.ए.आर (APAR) भाग III के स क्र 1 से 11 की सभी प्रविष्टियों रिपोर्टिंग अधिकारी द्वारा उपरोक्त निर्देशों के अनुरूप सही तरीके से भरा जाना सुनिश्चित करें |
3. ए.पी.ए.आर (APAR) के भाग III के S.No 2 (Assessment of work output), S.No.3 (Assessment of personal attributes), S.No.4 (Assessment of functional competency) and S.No.11 (Overall Numerical grading), ए.पी.ए.आर (APAR) फॉर्म के अंत में स क्र 13 एवं 14 में दिए गए निर्देशों के अनुसार संख्यात्मक रूप (Numerical Form ) में ही भरना सुनिश्चित करें |
4. ए.पी.ए.आर (APAR) के भाग III के S.No.9 (Integrity) ए.पी.ए.आर (APAR) फॉर्म के अंत में स क्र 12 के नीचे दिए गए निर्देशों अनुसार केवल एक ही विकल्प उल्लेख करना सुनिश्चित करें |
5. ए.पी.ए.आर (APAR) के भाग III के अंत में उपयुक्त स्थान पर रिपोर्टिंग अधिकारी द्वारा अपना हस्ताक्षर, नाम, पदनाम, रिपोर्ट का अवधि, स्थान एवं तारीख लिखना सुनिश्चित करें |
6. संभागीय लेखापाल/संभागीय लेखा अधिकारियों के स्वमूल्यांकन भरा हुआ वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Self appraisal filled up APAR) की प्राप्ति की पावती संभागीय कार्यालय द्वारा कार्यपालन यंत्री के हस्ताक्षर से इस कार्यालय को भेजना सुनिश्चित करें |
7. अतः पूर्ण रूप से रिपोर्ट किए गए ए.पी.ए.आर (APAR) स्पीड पोस्ट/रजिस्टर्ड डाक द्वारा "Confidential APAR" चिन्हित बंद लिफाफे में Shri Ramniwas G., Dy. Accountant General (Works Accounts), O/o Principal Accountant General (A&E)-I MP, 53, Arera Hills, Hoshangabad Road, Bhopal (MP)- 462011 संबोधित कर भिजवाना सुनिश्चित करें |

वरिष्ठ लेखा अधिकारी/प्रशासन