

**OFFICE OF THE Pr. ACCOUNTANT GENERAL (AUDIT) BIHAR, PATNA**

No.: Admn.(Au.)/CC/ APAR/2024-25/ B-24

Dated: 25/06/24

**OFFICE ORDER**

The timeline for the completion of the process of Annual Performance Appraisal Report for the reporting year 2023-24 was circulated earlier vide office order no. प्रशा० (ले.प)/गो०शा०/अपार/2023-24/'ख'-01 dated 02.04.2024.

Now, in pursuance of headquarter letter no 80/स्टाफ(अनु.-1)11-2024 dated 05.06.2024 read with office Memorandum No. 21011/04/2023-Estt. (A-II) dated 28.05.2024 of the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, New Delhi (Copy enclosed) the revised target dates for distribution/online generation, recording and completion of entire APAR process for the year 2023-24 for staff of Central Civil Services has been specified as follow:

Sl No.	Activity	Date by which activity to be completed
(1)	(2)	(3)
1	Distribution of blank forms	31 <sup>st</sup> March
2	Submission of self-appraisal to the Reporting Officer	30 <sup>th</sup> June
3	Submission of report by Reporting Officer to Reviewing Officer	31 <sup>th</sup> August
4	Forwarding of report by Reviewing Officer to APAR Cell/Accepting Authority ( wherever provided )	31 <sup>st</sup> October
5	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> December
6	i. Disclosure of APAR to the officer reported upon where there is no Accepting Authority ii. Disclosure of APAR to the officer reported upon where there is Accepting Authority	1 <sup>st</sup> November 1 <sup>st</sup> January
7	Receipt of representation, if any, on APAR	15 days from the date of receipt or disclosure

8	Forwarding of representations to the competent authority (v) Where there is no accepting authority for APAR. (vi) Where there is accepting authority for APAR	15 days from the date of receipt of representation
9	Disposal of representations by the competent authority	Within one month from the date of receipt of representation
10	Communication of the decision of the competent authority on the representation by the APAR Cell	15 days from the date of disposal of representation
11	End of entire APAR process, after which the APAR will be finally taken on record.	15 days from the date of Communication of the decision

However, it is advised to all the concerned officers/official to submit the APAR at earliest without waiting for the scheduled deadlines.

हस्ता०/-  
उप महालेखाकार (प्रशासन)

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. प्रधान महालेखाकार (लेखापरीक्षा) के सचिवालय
2. उप महालेखाकार (प्रशासन) का सचिवालय
3. वरिष्ठ उप महालेखाकार/ ए०एम०जी०-II & III का सचिवालय
4. उप महालेखाकार / ए०एम०जी०-I, IV & V का सचिवालय
5. उप निदेशक (केन्द्रीय प्रक्षेत्र) का सचिवालय
6. वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन
7. सभी व० ले० प० अ० / (ए०एम०जी०-I)(मु०), (ए०एम०जी०-II)(मु०), (ए०एम०जी०-III) (मु०), (ए०एम०जी०-IV) (मु०), (ए०एम०जी०-V) (मु०) एवं के०प्र० (मु०) से अनुरोध है कि वे अपने नियन्त्रणाधीन अनुभागों/ क्षेत्रदल में पदस्थापित सभी कर्मियों को अवगत करा दें ।
8. स०ले०प०अ०/ ए० एम० एस० अनुभाग से अनुरोध है कि कार्यालय आदेश को कार्यालय वेबसाइट पर डालने का कष्ट करें ।

25/6/2024

वरिष्ठ लेखापरीक्षा अधिकारी (गोपनीय शाखा)