



सत्यमेव जयते

कायालयप्रधानमहालेखाकार (लेखाएवहक), पाश्चिमबंगाल  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस, वेस्ट, कोलकाता-700001  
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), W.B.  
TREASURY BUILDINGS, 2, GOVERNMENT PLACE WEST, KOLKATA- 700001



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Dedicated to Truth in Public Interest

O.O. No. W.M./APAR/ 2024-25/01

Dated: 08.04.2025

### OFFICE ORDER

Subject: - Preparation and maintenance of Annual performance Appraisal Reports (APAR) for the Reporting year 2024-2025 - regarding.

As per Headquarters' Circular No. 04 NGE/2010 under letter No. 151 \_ NGE (Disc.)/ 42-2007 dated 08.03.2010 and in consonance with DopT OM No. 21011/1/2005-Estt (A) (pt-II) dated 23.07.2009, regarding timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The Annual performance Appraisal Reports (APAR) on all Group A and B Staffs under DA cadre of this office is fallen due for submission to the appropriate authorities on expiry of the reporting year 2024-2025 on 31.03.2025. In Accordance with the following time schedule for preparation/completion of APAR, it is requested that the entire APAR activities shall be completed within prescribed time or due date:

#### 1. Time Schedule

Sl. No.	Nature of action to be taken	Date by which to be completed
1	Submission of Self-appraisal to the Reporting Officer	15th April 2025
2	Submission of report by the Reporting Officer to Reviewing Officer	30th June, 2025
3	Report to be completed by Reviewing Officer and to be sent to WM section.	31st July, 2025
4	Appraisal by accepting authority, wherever provided	31st August, 2025
5	Disclosure of APAR to the concerned officer reported upon.	01st September 2025
6	Receipt of representation, if any on APAR	15 days from the date of disclosure
7	Forwarding of representation to the competent authority	21st September 2025
8	Disposal of representation by the competent authority	Within one month of the date of receipt of representation
9	Communication of the decision of the competent authority on the representation by the WM Section	15th November, 2025
10	End of entire APAR process, after which the APAR will be finally taken on record.	30th November, 2025



2. All the columns in the APAR should be filled with due care and attention and after devoting adequate time by the officer reported upon/Reporting/Reviewing officer as per the schedule mentioned above.

3. The Reporting and Reviewing Officers are requested to complete the APARs as per the time schedule mentioned overleaf. As numerical grading is to be awarded by Reporting/Reviewing Authorities for the quality of work output, personal attributes and functional competence of the ORU (Officer Reported Upon), the Reporting and the Reviewing Officers should scrupulously follow the instructions appended to each of the APAR forms. Further, they are requested to adhere to DoPT OM No. 21011/27/2015-Estt. (A-II) dated 11.02.2016 while filling up the **Integrity Column of APAR**

4. If the Officer reported upon fails to submit his/her self-appraisal report to the Reporting Officer on time (as per time-schedule), in that case, the Reporting officer can obtain another blank APAR form and proceed to write the report based on his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

5. Officers/officials can make representations against the entries and final grading given to them in the Report within a period of fifteen (15) days from the date of disclosure of APAR (as per time schedule) and representation shall be restricted to the specific factual observations contained in the report, leading to assessment of the officer in terms of attributes, work output etc. If no representation is received within fifteen (15) days from the date of disclosure of his/her APAR, it shall be deemed that he/she has no representation to make.

This issue with the approval of Deputy Accountant General (Ac/s, VLC & CISO)

  
Sr. Accounts Officer/ W.M.

O.O. No. W.M./APAR/ 2024-25/33-35

Dated: 08.04.2025

**Copy for information and necessary action to:-**

1. All D.A. /D.A. (P)/D.A.O.-II/D.A.O.-I/Sr. D.A.O with request to download the Office Order from the Official website of the Accountant General (A&E), West Bengal, Kolkata.
2. All Executive Engineer/Divisional officers in west Bengal, with request to download the Office Order from the Official website of the Accountant General (A&E), West Bengal, Kolkata.
3. A.O./ITSC with a request to upload the office order in the official website.  
(sumank.wbl.ae@cag.gov.in, itsc-agae-wb@nic.in)

  
Sr. Accounts Officer/ W.M.