

ईमेल के द्वारा

सं.-11/ स्टाफ (अनुशासन-1)/10-2025

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

प्र.म.ले.(लेप-1)/सचिवालय/ जयरो से C.Dy No. 91
Pr. AG(Audit-I)/Sectt./Dy. No. 70 Dt. 15/04/2025
(mail)

दिनांक / DATE 11.04.2025

Sr.DAG (Admn)Sectt. (mail) Dy. No. 56
16/4/25

सेवा में,

1. भारतीय लेखापरीक्षा एवं लेखा विभाग के कार्यालयाध्यक्ष/विभागाध्यक्ष
2. महानिदेशक (मुख्यालय)
3. महानिदेशक (वाणिज्यिक)

विषय: Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services.

महोदय/महोदया,

Department of Personnel & Training, vide Office Memorandum dated 09.04.2025 (copy enclosed) has invited a reference to their Department's OM No.21011/01/2005-Estt.(A.II) dated 23.07.2009 regarding timelines for preparation/completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services.

2. In the aforesaid OM dated 09.04.2025, DoP&T has stated that in partial modification of Annexure-III of the abovementioned DoP&T OM dated 23.07.2009, the competent authority has approved revised time schedule for preparation / completion of Annual Performance Assessment Report (APAR) and forwarded the revised time schedule i.e. Annexure-III. It has further been stated in the aforesaid OM dated 09.04.2025 that these instructions will come into force from the Reporting Year 2024-25 onwards.

3. Accordingly, all the Heads of Department of IA&AD are requested that the timelines as intimated by the DoP&T vide Office Memorandum dated 09.04.2025 may please be adhered to in respect of APARs of Sr. AOs, Welfare officers, all Group B and C posts within the IA&AD.

संलग्नक- यथोपरि

भवदीय,

मृणाल

(मृणाल चावला)

सहा. नियंत्रक एवं महालेखापरीक्षक (अराज.-प्रथम)

5 or 10/cont.
215/4/25

AAO I.C. cell
Put up a
circular re.
16/04/25

F. No. 21011/10/2025 PP(A-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

dated the 09th April, 2025

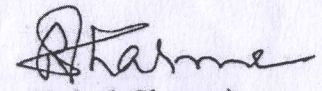
OFFICE MEMORANDUM

Subject: Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services

The undersigned is directed to invite reference to this Department's OM No.21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009 on the subject, "*Preparation and maintenance of Annual Performance Assessment Reports (APAR)*".

2. In partial modification of Annexure III of the abovementioned DoP&T OM dated 23.07.2009, the competent authority has approved revised time schedule for preparation / completion of Annual Performance Assessment Report (APAR). Accordingly, the revised time schedule, i.e., Annexure III is annexed herewith.

3. These instructions will come into force from the Reporting Year 2024-25 onwards.


(Rajesh Sharma)

Under Secretary to the Government of India

All Ministries / Departments / Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC for uploading of DoP&T's website

Annexure-III**Time schedule for preparation/completion of Annual Performance Assessment Report
(Reporting Year- Financial Year)**

| S. No. | Activity | Date by which to be completed | Auto Forward |
|--------|--|--|----------------------------|
| 1. | Distribution of blank APAR forms to all concerned (i.e., to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given). | 01 st April | - |
| 2. | Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable) | 15 th May | 16 th May |
| 3. | Submission of APAR by Reporting Officer to Reviewing Officer. | 30 th June | 01 st July |
| 4. | APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided | 31 st July | 01 st August |
| 5. | Appraisal by Accepting Authority, wherever provided | 31 st August | 01 st September |
| 6. | (a) Disclosure to the Officer Reported Upon where there is no Accepting Authority (b) Disclosure to the Officer Reported Upon where there is Accepting Authority | 01 st September 15 th September | |
| 7. | Submission of representation, if any, on APAR, by Officer Reported Upon | 15 days from the date of disclosure of APAR | |
| 8. | Forwarding of representation to the competent authority (a) where there is no Accepting Authority for APAR (b) where there is Accepting Authority for APAR | 21 st September 06 th October | |
| 9. | Disposal of representation 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 th November | |
| 11. | End of entire APAR process, after which the APAR will be finally taken on record | 30 th November | |