



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

परिपत्र (प्रशासन)

मुख्यालय के परिपत्र संख्या 20-स्टाफ (अनुशासन-1) /10-2025 द्वारा परिचालित पत्र संख्या 56-स्टाफ (अनुशासन-1) /10-2025 दिनांक 05.06.2025 में वार्षिक निष्पादन मूल्यांकन रिपोर्ट (APAR) के सत्यनिष्ठा कॉलम (Integrity Column) को भरने से संबंधित निर्देश/दिशानिर्देश instructions/guidelines relating to filling up the integrity column of Annual Performance Appraisal Assessment Reports) के संबंध में कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय कार्मिक एवं प्रशिक्षण विभाग, नई दिल्ली के कार्यालय ज्ञापन संख्या एफ0 21011/27/2015-Estt.A-II दिनांक 11.02.2016 में निहित निर्देशों को दोहराया है।

सभी रिपोर्टिंग अधिकारी (Reporting officers) मुख्यालय परिपत्र एवं उक्त ज्ञापन (संलग्न) में दिए गये दिशानिर्देशों की अनुपालना सुनिश्चित करें।

यह परिपत्र वरिष्ठ उप-महालेखाकार (प्रशासन) के अनुमोदन से जारी किया जाता है।
संलग्न: प्रतिलिपि

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

पृ0सं0 प्रशासन/ले0प0/विविध /एपीएआर/2025-26/1097-1103

दिनांक:20.06.2025

प्रतिलिपि निम्नलिखित को सूचनार्थ प्रेषित है:

1. सचिव, प्रधान महालेखाकार (लेखापरीक्षा)
2. निजी सहायक, वरिष्ठ उप-महालेखाकार (प्रशासन एवं राज्य वित्त)
3. निजी सहायक, वरिष्ठ उप-महालेखाकार (लेखापरीक्षा प्रबंधन समूह -I)
4. निजी सहायक, उप-महालेखाकार (लेखापरीक्षा प्रबंधन समूह -III)
5. निजी सहायक, उप-महालेखाकार (लेखापरीक्षा प्रबंधन समूह -II)
6. कल्याण अधिकारी
7. सभी सम्बंधित अधिकारी (ई-मेल द्वारा)

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

20/06

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

दिनांक / DATE 05.06.2025

सेवा में,

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

विषय: Instructions/Guidelines relating to filling up the Integrity Column of Annual Performance Assessment Reports-regarding

महोदय/महोदया,

The Department of Personnel & Training (DoP&T) vide OM No. 21011/27/2015-Estt. (A-II) dated 11.02.2016 (copy enclosed) has issued the detailed instructions/ guidelines on filling up the column relating to integrity in Annual Performance Appraisal Reports (APARs).

2. As per Para 3 of the aforesaid OM dated 11.02.2016, it has been instructed that remarks against the Integrity column of the APARs of the officer report 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.

3. However, it has been noticed that at times Reporting Officers do not make clear and categorical mention about the integrity of the officer reported upon. Further, it has also been seen that in case of doubt of integrity of the officer reported upon, the procedures prescribed for filling up the integrity column in APARs are not being followed appropriately.

4. Accordingly, it is impressed upon all the Heads of the Department of the IA&AD that instructions contained in the DoP&T OM dated 11.02.2016 may be brought to the notice of all Reporting Officers of your office for strict compliance.

संलग्नक: उपरोक्त

भवदीय,
(सौरभ नारायण)
महानिदेशक (स्टाफ)
5/6/25

64/C

No.21011/27/2015-Estt. (A-II)
Government of India
Ministry of Personnel, P. G. and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated: //February, 2016

Office Memorandum

Subject: Instructions/Guidelines relating to filling up the Integrity Column of Annual Performance Assessment Reports-regarding.

The undersigned is directed to refer the existing instructions/ guidelines of this Department on filling up the column relating to integrity in ACRs (now APARs). It has been brought to the notice that many a time Reporting Officers do not make clear and categorical mention about the integrity of the officer reported upon. Further, it has also been seen that in case of doubt of integrity of the officer reported upon, the procedures prescribed for filling up the integrity column in APARs are not being followed appropriately.

2. Now, it has been decided to reiterate the followings instructions/guidelines contained in para 5.2 of this Department OM No. 51/5/72-Ests. (A) dated 20th May, 1972 on procedures prescribed for filling up the column relating to integrity in APARs:

(a) Supervisory officers should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the annual confidential report, this diary should be consulted and the material in it utilised for filling the column about integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs.

(b) The column pertaining to integrity in the character roll should be left blank and a separate secret note about the doubts and suspicions regarding the officer's integrity should be recorded simultaneously and followed up.

(c) A copy of the secret note should be sent together with the character roll to the next superior officers who should ensure that the follow-up action is taken with due expedition.

Contd.

[Handwritten signature]

(d) If, as a result of the follow-up action, an officer is exonerated, his integrity should be certified and an entry made in the character roll. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.

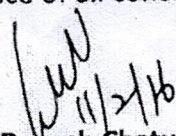
(e) There are occasions when a reporting officer cannot in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Deptt. Such instances can occur when an officer is serving in a remote station and the reporting officer has not had occasion to watch his work closely or when an officer has worked under the reporting officer only for a brief period or has been on long leave, etc. In all such cases, the reporting officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

(f) There may be cases in which after a secret report/note has been recorded expressing suspicion about an officer's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the officer's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices.

3. 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 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 judgement but nothing adverse has been reported to me about the officer.

4. All Ministries/Departments are requested to bring it to the notice of all concerned for strict compliance.

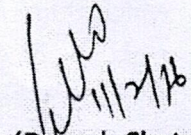

(Devesh Chaturvedi)

Joint Secretary to the Govt. of India
Ph. 23094398

All Ministries/Departments of the Govt. India
(As per standard list)

Copy also forwarded to:

1. Secretary General/Registrar General, Supreme Court of India.
2. Secretary General of Lok Sabha Secretariat/Rajya Sabha Secretariat.
3. Secretaries in President's Secretariat/Vice-President's Secretariat/Prime Minister's Officer/ Cabinet Secretariat/ Central Vigilance Commission/UPSC/NITI Aayog.
4. Comptroller and Auditor General of India, New Delhi.
5. Controller General of Accounts/Controller of Accounts, Ministry of Finance.
6. Governors of all States/Lt. Governors of all Union Territories.
7. PS to Hon'ble MoS (PP), North Block, New Delhi.
8. Secretary, National Council of JCM (Staff Side), Feroz Shah Road, New Delhi.
9. All members of Staff Side of National Council of JCM/Departmental Council.
10. All Officers/Sections of Department of Personnel and Training/Department of Administrative Reforms and Public Grievances/Department of Pensions and Pensioners Welfare/PESB.
11. Director, NIC, DoP&T for uploading on the website of this Department under **OM & Orders-Establishment-ACR.**
12. 10 Spare copies.



(Devesh Chaturvedi)

Joint Secretary to the Govt. of India