



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), तमिलनाडु
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU
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PAG(A&E)/Con Cell/III/APAR 24-25/2025-26/ 21

18/06/2025

CIRCULAR

Sub: Completion of APAR - Self-appraisal, Reporting and Reviewing - Reg.

It is being observed that APARs of officers/officials are not received back in Confidential Cell, after completion, within the due dates. In this regard, the timelines for APAR process are furnished below:

Details	Due Date
Submission of self appraisal to Reporting Officer by the Officer Reported Upon	15 th May
Submission of report by Reviewing Officer to the Reporting Officer	30 th June
APAR to be completed by the Reviewing Officer and sent to Confidential Cell	31 st July

The above timelines shall be adhered to. Branch Officers are hereby instructed to ensure the completion of APARs of their subordinates within the above mentioned timelines.

S. B. Rajan

वरिष्ठ उप महालेखाकार (प्रशासन)
Senior Deputy Accountant General (Admn)

Notice Boards

व.उ.म.ले (लेखा) सचिवालय
DAG (A&S) Sectt.
संख्या/No. :
दिनांक/Dated : 28/6/25