

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)
हिमाचल प्रदेश, गॉर्टन कैसल
शिमला - 171 003



Office of the Principal Accountant General (Audit)
Himachal Pradesh,
Gorton Castle, Shimla-171 003

परिपत्र (प्रशासन)

Time schedule for recording & completion of APARs is laid down in Gol, Ministry of Personnel, Public Grievances & Pension, DoPT OM No. F. No. 21011/10/2025 PP(A-II) dated **09.04.2025**.

In this regard, the timelines for submission of APARs to Administration Section for the reporting year 2024-25 has already expired. However, it has been observed that a large number of APARs have either not been submitted by the Officers Reported Upon (ORUs) or are pending with Reporting officers/Reviewing officers.

- i. All Officers/Officials (ORUs) who have not submitted their self-appraisal are directed to submit their APAR to the Reporting officers concerned immediately.
- ii. Reporting officers and Reviewing officers who are yet to write APARs of officers/officials under their control are advised to expedite the process of recording of APARs for the reporting year 2024-25 and submit the same to Administration Section immediately.
- iii. **Controlling officers of AMGs/sections** (SAOs-Hqrs) are requested to review the status of APARs of staff under their control and ensure the work related to APARs is completed in all respect immediately.

Non-adherence of time-lines prescribed for submission/ reporting/reviewing of APARs has been viewed with grave concern by the Competent authority and appropriate action under relevant rules is liable be initiated in this regard..

This issues with approval of Sr.Dy. Accountant General (Admn.)

Sr. Audit Officer

(Admn.)

No. Admn/Audit/APAR/2024-25/2025-26/I/1077476/2025 05-08-2025

Copy forwarded for information:

1. Secretary to Pr. Accountant General
2. PA to Sr. Dy. Accountant General (Admn.)
3. PA to Sr. Dy. Accountant General (AMG-I)
4. PA to Dy. Accountant General (AMG-III)
5. PA to Dy. Accountant General (AMG-II)
6. Concerned Officers/Officials (by email)

Sr. Audit Officer (Admn.)

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