प्रधान महालेखाकार (लेखापरीक्षा) कार्यालय, बिहार
वीरचन्द पटेल मार्ग, पटना – 800 001
Office of The Principal Accountant General (Audit), Bihar
Birchand Patel Marg, Patna – 800 001
Telephone: 0612- 2221226.
Email:agaubihar@cag.gov.in

संख्या-प्रशा०(ले.प.-I)/गो०शा०/अपार/2026-27/ ८-१०१ दिनांक : ~~.06.2026~~ 02/07/2026

कार्यालय आदेश / OFFICE ORDER

भारत के नियंत्रक एवं महालेखापरीक्षक (C&AG) के कार्यालय परिपत्र सं. 14-स्टाफ (अनुशासन-1)/2026 तथा पत्र सं. 48-स्टाफ(अनुशासन-1)/10-2026 दिनांक 20.03.2026 के माध्यम से वार्षिक निष्पादन मूल्यांकन प्रतिवेदन के निष्ठा कॉलम को भरने से संबंधित निर्देश/दिशानिर्देश प्राप्त हुए हैं। उक्त के आलोक में APAR से संबंधित प्रतिवेदित अधिकारी (Reporting Officer) को यह निर्देशित किया जाता है कि कार्मिक एवं प्रशिक्षण विभाग (DoP&T) के कार्यालय ज्ञापन (O.M) सं. 21011/27/2015-Estt.(A-II) दिनांक 11.02.2016 की कंडिका 3 में निहित निर्देशों का पालन करते हुए APAR में निष्ठा (Integrity) कॉलम को भरा जाए।

Instructions/Guidelines relating to filling up the Integrity Column of Annual Performance Assessment Reports (APAR) have been received vide Office of the Comptroller and Auditor General of India (C&AG) Circular No. 14-Staff (Discipline-I)/2026 and Letter No. 48-Staff (Discipline-I)/10-2026 dated 20.03.2026. In light of the above, the Reporting Officer concerned with APAR is directed to fill the Integrity column in the APAR complying with the instructions contained in paragraph 3 of the Department of Personnel and Training (DoP&T) O.M. No. 21011/27/2015-Estt.(A-II) dated 11.02.2016.

उक्त कार्यालय ज्ञापन (O.M.) के अनुसार, प्रतिवेदित अधिकारी (Reporting Officer) को APAR के निष्ठा कॉलम (Integrity Column) में निम्नलिखित में से कोई एक टिप्पणी अंकित करनी होगी:
As per the said O.M., the Reporting Officer must record one of the following remarks in the Integrity Column of the APAR:

1. संदेह से परे।
   Beyond doubt.

2. चूँकि अधिकारी की निष्ठा संदिग्ध है, इसलिए एक गुप्त नोट संलग्न है।
   Since the integrity of the officer is doubtful, a secret note is attached.

3. निश्चित निर्णय लेने के लिए अधिकारी के कार्य को पर्याप्त समय तक नहीं देखा गया है, लेकिन मेरे पास अधिकारी के बारे में कोई प्रतिकूल रिपोर्ट नहीं आई है।
   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.

मुख्यालय कार्यालय के परिपत्र की प्रति कार्यालय आदेश के साथ परिचालित की जा रही है।

ह०/-
उप महालेखाकार (प्रशासन)

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

1. प्रधान महालेखाकार (लेखापरीक्षा-I) के सचिवालय

2. उप महालेखाकार (प्रशासन) का सचिवालय
3. उप महालेखाकार/ए०एम०जी-I का सचिवालय
4. उप महालेखाकार/ए०एम०जी-II का सचिवालय
5. उप महालेखाकार/ए०एम०जी-III का सचिवालय
6. उप महालेखाकार/ए०एम०जी-IV का सचिवालय
7. उप महालेखाकार/ए०एम०जी-V का सचिवालय
8. उप निदेशक (केंद्रीय प्रक्षेत्र) का सचिवालय
9. वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन
10. वरिष्ठ लेखापरीक्षा अधिकारी/लोक लेखा समिति, पी.पी.जी., ए.एम.एस., डी.ए. ग्रुप, Performance Audit, सभी प्रतिवेदन अनुभाग, TSC.
11. सभी व०ले०प०अ०/ए०एम०जी-I(मु०), ए०एम०जी-II(मु०), ए०एम०जी-III(मु०), ए०एम०जी-IV(मु०), ए०एम०जी-V(मु०) एवं के०प्र० (मु०), लोक लेखा समिति, पी.पी.जी., ए.एम.एस., डी.ए. ग्रुप, Performance Audit, सभी प्रतिवेदन अनुभाग, से अनुरोध है कि वे अपने नियंत्रणाधीन अनुभागों/क्षेत्रदल में पदस्थापित सभी कर्मियों को अवगत करा दें।
12. स०ले०प०अ०/ए०एम०एस० अनुभाग से अनुरोध है कि कार्यालय आदेश को कार्यालय वेबसाइट पर डालने का कष्ट करें।

2/7/2026

वरिष्ठ लेखापरीक्षा अधिकारी (गोपनीय शाखा)

ईमेल के द्वारा (केवल भारतीय लेखापरीक्षा एवं लेखा विभाग के कार्यालयों में उपयोग हेतु)

परिपत्र सं.- 14/स्टाफ (अनुशासन-1)/2026

पत्र सं.-481/स्टाफ (अनुशासन-1)/10-2026

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

सत्यमेव जयते

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

दिनांक / DATE **20.03.2026**

सेवा में,

1. भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी कार्यालयाध्यक्षविभागाध्यक्ष/
2. प्रधान निदेशक (वाणिज्यिक-I)
3. निदेशक (कार्मिक)

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

महोदय/महोदया,

Reference is invited to Headquarters Office Circular No. 20 dated 05.06.2025 (copy enclosed), vide which it was intimated that the Department of Personnel & Training (DoP&T) vide OM No. 21011/27/2015-Estt. (A-II) dated 11.02.2016 (copy enclosed) has issued 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, the remarks against the Integrity column in the APARs of the officer reported upon shall be recorded by the Reporting Officer strictly in one of the following three options:

(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, despite the clear instructions, it has been noticed that Reporting Officers are recording remarks in the Integrity column of APARs in a manner other than three options mentioned in Para 3 of the aforestated OM dated 11.02.2016. This has been **viewed with concern** by the Competent Authority.

4. In view of the above, all Heads of Department in IA&AD are requested to bring the aforesaid instructions to the notice of all the officers. Further, sections dealing with APAR matters may also be advised to scrutinize the remarks recorded in the Integrity column carefully by the reporting officers. Any deviation from the prescribed format may be brought to the notice of the concerned Reporting Officer before disclosure of the APAR to the concerned Officer Reported Upon.

संलग्नक: उपरोक्त

भवदीय,

23/3/26

(सुमीत कुमार)

सहा. नियंत्रक महालेखापरीक्षक (अराज.-प्रथम)

ईमेल के द्वारा (केवल भारतीय लेखापरीक्षा एवं लेखा विभाग के कार्यालयों में उपयोग हेतु)

परिपत्र सं.- 20 /स्टाफ (अनुशासन-1)/2025

पत्र सं.- 56/स्टाफ (अनुशासन-1)/10-2025

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

सत्यमेव जयते

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 aforestated 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,

5/6/25

(सौरभ नारायण)
महानिदेशक (स्टाफ)

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: 11 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.

(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.

11/2/16

(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.

11/2/16

(Devesh Chaturvedi)
Joint Secretary to the Govt. of India