



No.AG (Audit)/AP/ADMN-II/SM-II/APAR//C-06 /2023-24/ Date: 07-03-2024

Circular

Sub: APAR Information Sheets for the Reporting Year 2023-24- reg

In accordance with the time schedule for recording of APARs, all the Group Officer's Peshi's and PAG peshi (for the staff under the direct control of PAG) of O/o PAG (Au), AP are hereby requested to collect personal data (APAR "Information sheet") in the prescribed proforma (copy enclosed) from the staff (including field staff) under their control on or before 18.03.2024. Peshi's may place an indent to Admin-II Section latest by 20.03.2024 for blank APAR forms duly indicating cadre wise requirement.

Before placing an indent for blank APARs, Peshi's may thoroughly verify the personal data in the information sheet to check its correctness mainly with regard to the periods of Reporting/Reviewing officers, leave period, training etc. for determining the period of more than/less than three months reporting period.

This Circular issues with the approval of Sr.DAG (Admin).

BENARJI NAIDU V

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन- II)

To

All Group officers (AMG-I, II & III)

Secretary to PAG

SAO/Admin-I (for Admin Group)

SAO/Coordination (AMG-I, II & III)

PAG's peshi

Sr.DAG's peshi's

SAO/IS wing with a request to place the Circular and information sheet in Office website.

(The Information Sheet proforma for the Reporting year 2023-24 is available on Official site www.cag.gov.in/ag/andhra-pradesh/en and intranet at

Network>10.52.31.2>apauditsharing>APAR INFORMATION SHEET PROFORMA (2023-24))

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