

कार्यालय प्रधान महालेखाकार  
(लेखा व इकदारी) हरियाणा,  
लेखा भवन, प्लॉट नं 4 व 5 सैक्टर 33-बी,  
चण्डीगढ़-160020



OFFICE OF THE PRINCIPAL  
ACCOUNTANT GENERAL (A&E)  
HARYANA, LEKHA BHAWAN  
PLOT NO.-4 & 5, SECTOR 33-B  
CHANDIGARH-160 020

विषय:- वर्ष 2025-26 हेतु वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (एपीएआर) लिखे जाने की समय-सीमा में संशोधन के संबंध में।

मुख्यालय परिपत्र संख्या स. -74/ स्टाफ (अनुशासन -1)/10-2026 दिनांक 14.05.2026 (प्रतिलिपि सलग्र) के अनुसार, वर्ष 2025-26 की एपीएआर प्रस्तुत करने हेतु संशोधित समय-सीमा, जिसे प्रत्येक स्तर पर सभी अधिकारियों/कर्मचारियों द्वारा अपनाया जाना है, निम्नानुसार है:-

क्रम संख्या	गतिविधि	पूर्ण किए जाने की तिथि
1.	प्रतिवेदित अधिकारी द्वारा अपनी स्व-मूल्यांकन रिपोर्ट रिपोर्टिंग अधिकारी को प्रस्तुत करना	15.06.2026
2.	रिपोर्टिंग अधिकारी द्वारा प्रतिवेदन समीक्षा अधिकारी को प्रस्तुत करना	31.07.2026
3.	समीक्षा अधिकारी द्वारा प्रतिवेदन पूर्ण कर सी.आर. शाखा/सेल अथवा स्वीकृति प्राधिकारी को भेजना	31.08.2026
4.	स्वीकृति प्राधिकारी द्वारा मूल्यांकन	30.09.2026

यह भी स्पष्ट किया जाता है कि उपरोक्त समय-सीमा में विस्तार/संशोधन केवल वर्तमान प्रतिवेदन वर्ष 2025-26 के लिए ही लागू होगा।

सभी अधिकारियों/कर्मचारियों को निर्देशित किया जाता है कि वे एपीएआर लिखने एवं प्रस्तुत करने हेतु उपरोक्त समय-सारणी का कड़ाई से पालन सुनिश्चित करें।

इसे व. उप महालेखाकार (कार्य) के अनुमोदन से जारी किया जाता है।

सलग्रक:- उपरोक्तानुसार ।

Digitally signed by  
Amrit Talwar  
Date: 22-05-2026  
व. लेखा अधिकारी [कार्य विविध (प्र.)]

संख्या:-का.वि.(प्र.)/एपीएआर/2026-27/194

दिनांक 22-05-2026

सूचना एवं आवश्यक कार्यवाही हेतु निम्नलिखित को प्रेषित किया जाता है :

1. प्रधान महालेखाकार के सचिव/निजी सचिव।
2. उप महालेखाकार (लेखा) के निजी सचिव।
3. सभी मंडलीय लेखाकार/मंडलीय लेखा अधिकारी ग्रेड-I&II/वरिष्ठ मंडलीय लेखा अधिकारी।
4. सभी कार्यकारी अभियंता।

AMRIT TALWAR

व. लेखा अधिकारी [कार्य विविध (प्र.)]

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



स.-74/स्टाफ (अनुशासन-1)/10-2026

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

दिनांक / DATE 14.05.2026

सेवा में,

1. भारतीय लेखापरीक्षा एवं लेखा विभाग के कार्यालयाध्यक्ष/विभागाध्यक्ष
2. प्रधान निदेशक (वाणिज्यिक-1)
3. महानिदेशक (कार्मिक)/मुख्यालय

विषय: Extension of timelines for completion of Annual Performance Assessment Report (APAR) for the Reporting Year 2025-26-reg.

महोदय/महोदया,

Department of Personnel & Training, vide Office Memorandum dated 13.05.2026 (copy enclosed) has invited a reference to it's OM No.21011/10/2025 PP (A.II) dated 09.04.2025 regarding the revision of timelines for preparation/completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services.

2. In the aforesaid OM dated 13.05.2026, DoP&T has stated that difficulties are being faced by various officers in adhering to the prescribed timelines in view of their engagement in elections to State Legislatures held recently. Accordingly, **as a one-time measure**, the timelines relating to APAR for the Reporting Year 2025-26 have been extended, in relaxation of OM No.21011/10/2025 PP (A.II) dated 09.04.2025.

3. Accordingly, all the Heads of Department of IA&AD are requested that the timelines as intimated by the DoP&T vide Office Memorandum dated 13.05.2026 (copy enclosed) may please be adhered to in respect of APARs of Sr. AOs, Welfare officers, all Group B (Gazetted and Non-Gazetted) and C posts within the IA&AD.

संलग्नक- यथोपरि

भवदीय,

25/5/26  
(सुमीत कुमार)

सहा. नियंत्रक एवं महालेखापरीक्षक (अराज. प्रथम)

F. No. 21011/09/2026-PP (A.II)  
Department of Personnel and Training  
(Personnel Policy A-II)  
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Kartavya Bhawan-3  
New Delhi, Dated the 13<sup>th</sup> May, 2026

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for completion of Annual Performance Assessment Report (APAR) for the Reporting Year 2025-26 In respect of Central Civil Services - reg.**

The undersigned is directed to refer to this Department's OM No. 21011/10/2025 PP (A.II) dated 09.04.2025 on the subject, "**Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) In respect of Central Civil Services**" (copy enclosed).

2. It has been reported that difficulties are being faced by various officers in adhering to the timelines stipulated in the aforementioned OM in view of their active engagement in elections to State Legislatures held recently.

3. The matter has been considered in this Department and it has been decided, as a one-time measure, to **extend the timelines relating to APAR for the Reporting Year 2025-26 in respect of Central Civil Services**, in relaxation of OM No. 21011/10/2025-PP (A.II) dated 09.04.2025. Accordingly, the **revised timelines are attached herewith [vide Annexure]**.

4. This issues with the approval of the Competent Authority.

Encl. As above

*Ajaya Sinha*  
13/05/26

(Ajay Kumar Sinha)

Under Secretary to the Govt. of India  
Tele. No.: 011-24010434

To,

All Ministries / Departments / Cadre Controlling Authorities of the Government of India.

Copy to:

1. AIS Division, DoPT, Kartavya Bhawan-3, New Delhi
2. Training Division, DoPT, Old JNU, New Delhi
3. NIC, for uploading in DoPT website

Annexure**Extended time schedule for completion of Annual Performance Assessment Report for the Reporting Year 2025-26.**

Sl. No.	Activity	Date by which to be completed	Auto forward
1.	Distribution of blank APAR forms to all concerned (i.e., to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	1 <sup>st</sup> April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 <sup>th</sup> June	16 <sup>th</sup> June
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	31 <sup>st</sup> July	01 <sup>st</sup> August
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided.	31 <sup>st</sup> August	01 <sup>st</sup> September
5.	Appraisal by Accepting Authority, wherever provided.	30 <sup>th</sup> September	01 <sup>st</sup> October
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority.	01 <sup>st</sup> October	
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority.	15 <sup>th</sup> October	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon.	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority a. where there is no Accepting Authority for APAR.	21 <sup>st</sup> October	
	b. where there is Accepting Authority for APAR.	06 <sup>th</sup> November	
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation	
10.	Communication of the decision of the competent authority on the representation by the APAR Cell.	15 <sup>th</sup> December	
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 <sup>st</sup> December	

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