

No. A-19015/1/2011/Misc./MF.CGA/Group 'B' /263
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

Dated 8/ ^{Dec} November, 2011

OFFICE MEMORANDUM

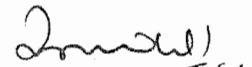
SUB: **Timely completion of CRs/APARs of Group 'B' officers.**

The undersigned is directed to invite a reference of this Office Memorandum No. A-28013/1/2010/MF.CGA/APAR/Gr..B/529 dated 15.11.2010 wherein copy of DoPT guidelines for preparation and maintenance of APARs were forwarded alongwith formats of APARs for Sr. A.Os/PAOs and AAOs for compliance of instructions contained therein.

It is also pointed out that writing and review of ACRs/APARs is not only an annual exercise but is also to be done to when any officer is either transferred or promoted to the higher post within the currency of that year, where such period exceeds 90 days of service. Reasons for no APAR for any period are also required to be placed in the dossier. Hence, the officer has to ensure submission of self-appraisal for himself and reporting of APARs of the employee subordinate to him.

Further more, it has been noticed that in many cases promotions, grant of financial upgradation under MACPs etc. could not be considered in time because of non-availability of ACRs/APARs for the relevant period or non-adhering to the procedure of communicating adverse remarks/grading and disposal of representation, if any.

It is, therefore, impressed upon all concerned that all the existing instructions and guidelines issued by the Government for preparation of the APARs from time to time, be strictly followed to complete the dossiers of employees of each category under their administrative control.



(SONALI SINGH)

Joint Controller General of Accounts (Gr. 'B')

To

The Pr. CCAs/CCAs/CAs/Dy.CAs/ACAs