



**OFFICE OF THE ACCOUNTANT GENERAL
(A&E), PUNJAB, SECTOR-17E,
CHANDIGARH - 160017.**

No. PP&CB/APAR/2020-21/25

Dated : 08.06.2021

OFFICE ORDER

In compliance of the Office Order Admn-I/A/2021-22/26/ dated 12.05.2021 the officers/officials should submit the self appraisal of APAR to the Reporting officer by 30.06.2021. The reporting officer shall submit the APAR to reviewing officer by 31.07.2021 and shall be reviewed by the reviewing officer by 31.08.2021. The reviewing officers will submit all the APARs to the accepting authority by 30.09.2021.

The blank forms of Annual Performance Appraisal Reports have been distributed to all the Reporting Officers in respect of officials of Group 'C' who have worked under them for longer part (as per new directions received from the Headquarters office vide circular no. 21011/1/2005-Estt (A)(Pt-II) dated 27.03.2020) and Reporting Officers of remaining officers/officials of Group 'B' Gazetted and Non-Gazetted who worked under them for three months or more during the period 01.04.2020 to 31.03.2021. The particular of these officials are required to be shown in proforma enclosed with this office order and the same be returned to Admn I section in case of Group 'C' officials, Deputy Accountant General (Admn) section in case of AAOs and Secretary to Accountant General in case of Sr. AOs latest by **15.06.2021** positively.

The Reporting Officers are directed to depute a responsible official to collect the blank forms of Annual Performance Appraisal Reports in respect of his/her section from Admn-I latest by 10.06.2021, if not collected so far. Thereafter the work of writing of self appraisal by officers/officials to be reported upon is required to be completed by 30.06.2021 and writing/reviewing work also be completed as per above schedule.

All the Reporting Officers/Reviewing officers should observe the due dates so that the work of Writing/Reviewing of APARs may be completed as per schedule.

-Sd-

Sr Deputy Accountant General (Pension)

No. PP&CB/APAR/2021-22/160-164

Dated: 08.06.2021

Copy forwarded to the following for information and necessary action:-

1. Secy to Accountant General
2. PS to Sr DAG (Pension)
3. All Branch Officers, All Asstt. Accounts Officer
4. IT Support Cell for circulation through database.
5. Office order file.


Sr. Accounts Officer (PP&CB)