

# Office of the Accountant General (Audit) Bihar, Patna

O.O. Admn/(Au)/CC/APAR/2021-22/ B-28

Dated : 25.06.2021

## OFFICE ORDER

The timeline for the completion of the process of Annual Performance Appraisal Report for the reporting year 2020-21 was circulated earlier vide office order no. Admn.(Au)/CC/APAR/2021-22/B-02 dated 05.04.2021 and Admn./(Au)/CC/APAR/2021-22/C-41 dated 10.05.2021.

Now, in pursuance of headquarter letter no.131- staff entitlement (Rules)/A.R/12-2019 dated 24.06.2021 read with Office Memorandum No. 21011/02/2015-Estt. (A-II)-part. II dated 17.06.2021 of the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, New Delhi (copy enclosed) the revised target dates for distributions/online generation, recording and completion of entire APAR process for the year 2020-21 for Group 'A', 'B' and 'C' officers/staff of Central Civil Services has been specified as follow:

SN	Activity	Date by which activity, to be completed
(1)	(2)	(3)
1	Distribution of blank forms	31 <sup>st</sup> July 2021
2	Submission of self-appraisal to the Reporting Officer	31 <sup>st</sup> August 2021
3	Forwarding of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> September 2021
4	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting Authority (wherever provided)	15 <sup>th</sup> November 2021
5	Appraisal by Accepting Authority, wherever provided	15 <sup>th</sup> December 2021
6	i. Disclosure of APAR to the officer reported upon where there is no Accepting Authority ii. Disclosure of APAR to the officer reported upon where there is Accepting Authority.	30 <sup>th</sup> November 2021 31 <sup>st</sup> December 2021
7	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8	Forwarding of representations to the competent authority (v) Where there is no accepting authority for APAR. (vi) Where there is accepting authority for APAR	31 <sup>st</sup> December 2021 15 <sup>th</sup> January 2022
9	Disposal of representations by the competent authority	Within one month of the date of receipt of representation by the competent authority.

10	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority.
11	End of entire APAR process, after which the APAR will be finally taken on record.	31 <sup>st</sup> March 2022

However, it is advised to all the concerned officers/officials to submit the APAR at earliest without waiting for the scheduled deadlines.

Sd/-

Dy. Accountant General (Admn.)

Copy to:-

1. Secretary to the Accountant General (Audit), Bihar, Patna;
2. All Group Officers' Secretariat;
3. All Sr. Audit Officer/ Asstt. Audit Officers/Supervisors;
4. All Branch Officers/Section in charges of A.M.G.-I (Hq)/ A.M.G.-II (Hq)/ A.M.G.-III (Hq)/ A.M.G.-IV (Hq)/ A.M.G.-V (Hq)/Central Sector (Hq)- they are requested to intimate the revised timeline to the official posted in their respective sections/field audit parties;
5. AAO/AMS – for putting the office order on office website;
6. All the Officers/Officials on deputation to respective organisation.
7. Notice Board.

22/1/2022  
25/06/2022  
Sr. Audit Officer/ CC