



सत्यमेव जयते

कार्यालयप्रधानमहालेखाकार (लेखाएवंहक), पश्चिमबंगाल
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस, वेस्ट, कोलकाता-700001
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, 2, GOVERNMENT PLACE WEST, KOLKATA- 700001



No. PAGAEWB/03/57/02/WM/Misc.-II/2021-22/35

Date: 28.06.2021

CIRCULAR

Subject:- Extension of timeline for recording APAR of Divisional Accountant Cadre for the year 2020-2021

In partial modification to this office order no. PAGAEWB/03/57/02/WM/Misc.-II/2021-22/30 dated 07.06.2021, the timeline for distribution, recording and completion of entire process regarding Annual Performance Appraisal Report (APAR) for the year 2020-2021 has been extended in the following manner in terms of Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, OM No. 21011/02/2015-Estt.(A-II)-part-II dated 17.06.2021 :

Sl No.	Nature of action to be taken	Date by which to be completed
1	Distribution of blank APAR forms from the WM Section	31 st July, 2021
2	Submission of self-appraisal to the Reporting Officer	31 st August, 2021
3	Forwarding of report by the Reporting Officer to the Reviewing Officer	30 th September, 2021
4	Forwarding of Report by Reviewing Officer to C.R. /APAR Cell or accepting authority, wherever provided	15 th November, 2021
5	Appraisal by accepting authority, wherever provided	15 th December, 2021
6	(a) Disclosure of APAR to the officer reported upon where there is no accepting authority (b) Disclosure of APAR to the officer reported upon where there is accepting authority	30 th November, 2021 31 st December, 2021

7	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8	Forwarding of representation to the competent authority 1. where there is no accepting authority for APAR 2. where there is accepting authority for APAR	31 st December, 2021 15 th January, 2022
9	Disposal of representation 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 st March, 2022

The Reporting Officers and Reviewing Officer are requested to follow the instruction appended with the APAR carefully at the time of filling the columns 'Integrity' and 'Grading'.

If any official fails to submit the APAR within the stipulated date, the Reporting officer may report about the work and conduct of the official in the blank APAR form on the basis of his experience with the note regarding such failure of the timely submission of APAR by the incumbent.

This issues with the approval of DAG (A/cs & VLC).

Sr. Accounts Officer/WM

No. PAGAEWB/03/57/02/WM/Misc.-II/2021-22/324

Date: 28.06.2021

Copy forwarded to Sr. AO/ITSC, with the request for uploading the Circular in the public view area of this office website.

Sr. Accounts Officer/WM