



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



संख्या : प्रशा.-1 / Gen. Circular / 2022-23 / 15
दिनांक : 11.04.2022

OFFICE ORDER

Subject: Writing of Annual Performance Appraisal Reports of the officials for the year 2021-22.

As per orders of the competent authority the circular dates about the Annual Performance Appraisal Reports of the Officer/Officials for the year 2021-22 are as follows:-

Sr. No.	Activity	Date by which to be completed
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 be given)	11.04.2022
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (Where applicable.)	15 th April
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, Wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR.	21 st September 06 th October
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 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

The blank forms of Annual Performance Appraisal Reports will be distributed by 11.04.2022 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. 21011/01/2017-Estt (A)-II dated 27.09.2019) and Reporting Officers of remaining officials of Group 'B' Gazetted and Non-Gazetted who worked under them for three months or more during the period 01.04.2021 to 31.03.2022. 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, CA to Deputy Accountant General (Admn), in case of AAOs and Secretary to Pr. Accountant General, in case of Sr. AOs latest by 12.04.2022 positively.

The Reporting Officers are requested to depute a responsible official to collect the blank forms of Annual Performance Appraisal Reports in respect of his/her section so that the distribution of blank forms of Annual Performance Appraisal reports can be completed well in time. Thereafter the work of writing of self appraisal by officers/officials to be reported upon is required to be completed by 15.04.2022 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/-
Deputy Accountant General (Admn)

No. Admn I/APAR/NGO/2022-23/129-135

Dated: 11.04.2022

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

1. Secy. to Pr. Accountant General
2. PA to DAG (Admn), Sr. DAG (Pension & A/cs)
3. PP&CB, TM-II, Welfare Section
4. Notice Board.
5. IT Support Cell for circulation through database.
6. Office order file.
7. Hindi Cell for translation & typing.


Sr. Accounts Officer (Admn-I) 11/4/2022

(C) Details of the officials transferred from this section during the year 2021-22.

Sr. No.	Name of officials S/Sh/Smt	Designation	Date of relieving from this section	Name of section transferred

(D) Details of officers/officials who joined this section in the middle of the year and APARs of previous section are required to be written by her/him.

Sr. No.	Name of officials S/Sh/Smt	Designation	Reviewing Officer	Period and Remarks, if any

Certified that all the above mentioned officials worked under me for three months/more than three months during the period 01.04.2021 to 31.03.2022 in this section or in any other section and their Annual Performance Appraisal Reports are required to be written by me.

It is also certified that no Annual Performance Appraisal Report of any official except the above mentioned officials for the years 2021-22 is required to be written by me.

Reporting Officer's Name: _____

Designation: _____

Wing/Section: _____

Date: _____