



# महालेखाकार (ले० एव ह०) का कार्यालय, बिहार, पटना

OFFICE OF THE ACCOUNTANT GENERAL(A&E), BIHAR, PATNA

No. WM-II/APAR/2024-25/21

Date: - 18 /06/2024.

## Office Order

Circular No. 80/Staff (Disc.-I)/11-2024 dated 05.06.2024 issued by the Headquarters Office along with DoPT office memorandum bearing no. 21011/04/2023-Estt. (A.II) dated 28.05.2024 regarding "extension of timelines for recording of APARs for the year of 2023-24 in respect of Central Civil Services" is enclosed herewith for information and compliance

Encl: - As above.

--Sd--

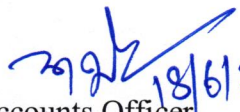
Deputy Accountant General (Works)

Memo No. WM-II/APAR/2024-25/

dated

Copy for information and necessary action to:

1. Accountant General (A&E) sect.
2. DAG (Works) sectt.
3. Sr. Accounts Officer/WM-I/WM-III
- ✓ 4. Sr. Accounts Officer/ ITS- for uploading on office website.

  
Sr. Accounts Officer

Email

ITS / Email CAG/142

AG AE Bihar Patn

124

[Cag-all-offices] Extension of timelines for recording of APARs for the year 2023-24 in respect of central Civil Services - reg.

From : Assistant CAG N I <acn@cag.gov.in>

Thu, Jun 06, 2024 04:13 PM

Subject : [Cag-all-offices] Extension of timelines for recording of APARs for the year 2023-24 in respect of central Civil Services - reg.

Mail Done \*\*\*

1 attachment

To : cag-all-offices <cag-all-offices@lsmgr.nic.in>, PD HQRS <pdhqr@cag.gov.in>, PS PD COMM <pspdcomm@cag.gov.in>

महालेखाकार (ले० एवं हक०) बिहार पटना का सचिवालय

Cc : Nilesh Patil <patilnp@cag.gov.in>, ASHWANI KUMAR RAINA <sao1disc@cag.gov.in>, SANDEEP KUMAR <sandeepk.cag@cag.gov.in>

डाायरी संख्या: CAG-22 निर्गत तिथि 07/06/24

WM-II

67106 SP. DAG (A)

Respected Madam/Sir,

Please find the attached letter on the subject cited above.

CC

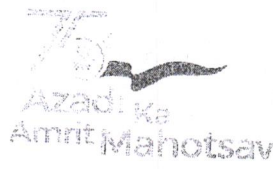
With best regards,

(Nilesh P. Patil) Assistant Comptroller & Auditor General (N)-I

SP. DAG (A)

15/6/24

व० उप० महालेखाकार (प्र०/बी०ई०) डाायरी सं० 152- दिनांक 10/06/2024



उप-महालेखाकार (लेखा एवं भी०एल०सी०/कार्य) Dy. Accountant General (A/cs & VLC /Works) डाायरी सं०/ Dy. No. 826 Date 10.06.24

CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in To unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in

80-Extension of timelines for recording of APARs for the year 2023-24.pdf 1 MB

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ई-मेल

भारत के निायक एवं महालेखापरीक्षक का कार्यालय  
९, दीन दयाल उपाध्याय मार्ग,  
नई दिल्ली-110 124



सं.-80/ स्टाफ (अनु.-1)/11-2024  
OFFICE OF THE COMPTROLLER &  
AUDITOR GENERAL OF INDIA  
9, DEENDAYAL UPADHYAYA MARG. (20)  
NEW DELHI - 110 124

दिनांक / DATE 05.06.2024

सेवा में,

1. All Heads of Department in IA&AD
2. Director General (Headquarters)
3. Director General (Commercial)

विषय: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services - reg.

महोदय/महोदया,

Department of Personnel & Training, vide Office Memorandum dated 28.05.2024 (copy enclosed) has invited a reference to their Department's OM No.21011/01/2005-Estt.(A.II) dated 23.07.2009 and OM No.21011/04/2023-Estt.(A.II) dated 15.04.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.

2. DoP&T vide aforesaid OM dated 28.05.2024 has further stated that in view of engagement in ongoing Lok Sabha Election, 2024, difficulties have been reported by the officers belonging to Central Civil Services in sticking to the timelines given in the OMs referred to above. Accordingly, the matter has been re-considered in the Department and it has been decided, with the approval of the competent authority, to extend the existing timelines for recording APAR for the year 2023-24, in relaxation of OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt. (A.II) dated 15.04.2024, as follows:

S. No.	Activity	Cut off dates	
		Existing	Revised
(i)	Distribution of blank APAR forms to all concerned	31 <sup>st</sup> March (This may be completed even a week earlier)	31 <sup>st</sup> March (This may be completed even a week earlier)
(ii)	Submission of self-appraisal to the Reporting Officer by ORU	30 <sup>th</sup> April	30 <sup>th</sup> June
(iii)	Submission of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June	31 <sup>st</sup> August
(iv)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting	31 <sup>st</sup> July	31 <sup>st</sup> October

(v)	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August	31 <sup>st</sup> December
(vi)	(a) Disclosure to the ORU where there is no Accepting Authority	01 <sup>st</sup> September	1 <sup>st</sup> November
	(b) Disclosure to the ORU where there is Accepting Authority	15 <sup>th</sup> September	1 <sup>st</sup> January
(vii)	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 days from the date of receipt or disclosure
(viii)	Forwarding of representation to Competent Authority		
	a. Where there is no Accepting Authority for APAR b. Where there is Accepting Authority for APAR	21 <sup>st</sup> September 06 <sup>th</sup> October	15 days from the date of receipt of representation
(ix)	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	Within one month from the date of receipt of representation
(x)	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November	15 days from the date of disposal of representation
(xi)	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	15 days from the date of Communication of the decision

3. The aforesaid relaxation is just a one-time measure for the Central Civil Services Officers for the year 2023-24.

4. Accordingly, it is intimated that the timelines as extended by the DoPT may please be adhered to.

संलग्नक- यथोपरि

भवदीय,

मृणाल

(मृणाल चावला)

सहा. नियंत्रक एवं महालेखापरीक्षक (अराज.)-I

129

No. 21011/04/2023-Estt.(A.II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi – 110001  
Dated 28<sup>th</sup> May, 2024

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services – reg.**

The undersigned is directed to invite reference to this Department's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt.(A.II) dated 15.04.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.


2. In view of engagement in ongoing Lok Sabha Election, 2024, difficulties have been reported by the officers belonging to Central Civil Services in sticking to the timelines given in the OMs referred to above.

3. Accordingly, the matter has been re-considered in this Department and it has been decided, with the approval of the competent authority, to extend the existing timelines for recording APAR for the year 2023-24, in relaxation of OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt. (A.II) dated 15.04.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Distribution of blank APAR forms to all concerned	31 <sup>st</sup> March (This may be completed even a week earlier)	31 <sup>st</sup> March (This may be completed even a week earlier)
(2)	Submission of self-appraisal to the Reporting Officer by ORU	30 <sup>th</sup> April	30 <sup>th</sup> June ✓
(3)	Submission of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June	31 <sup>st</sup> August
(4)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided	31 <sup>st</sup> July	31 <sup>st</sup> October ✓
(5)	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August	31 <sup>st</sup> December
(6)	(a) Disclosure to the ORU where there is no Accepting Authority	01 <sup>st</sup> September	1 <sup>st</sup> November

	(b) Disclosure to the ORU where there is Accepting Authority	15 <sup>th</sup> September	1 <sup>st</sup> January
(7)	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 days from the date of receipt of disclosure
(8)	Forwarding of representation to the Competent Authority a. Where there is no Accepting Authority for APAR b. Where there is Accepting Authority for APAR	21 <sup>st</sup> September 06 <sup>th</sup> October	15 days from the date of receipt of representation
(9)	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	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 <sup>th</sup> November	15 days from the date of disposal of representation
(11)	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	15 days from the date of Communication of the decision

3. The aforesaid relaxation is just a one-time measure for the Central Civil Services Officers for the year 2023-24 .

  
(S. P. Pant)  
Director(PP.II)  
23093074

All Ministries / Departments / Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT website.