

प्रधान महालेखाकार(लेखापरीक्षा-1)का कार्यालय, ओडिशा, भुवनेश्वर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(Au-I)
ODISHA:BHUBANESWAR

C I R C U L A R

विषय: स्पैरो के लिए वरिष्ठ लेखा परीक्षा अधिकारियों (ग्रुप-ए) और अन्य समूह-'बी' और 'सी' कर्मियों (एमटीएस को छोड़कर) 01.04.2024 से 31.03.2025 की अवधि के लिए एपीएआर फॉर्म जारी करने के लिए एपीएआर विवरण प्रस्तुत करना

Sub: Furnishing of APAR particulars of Sr. Audit Officers (Group-A) towards SPARROW and other Group-'B' & 'C' personnel (except MTS) for issue of APAR forms respectively for the period from 01.04.2024 to 31.03.2025

डीओपीटी कार्यालय ज्ञापन संख्या 21011/1/2005-स्थात (ए) (पीटी-II) दिनांक 23 जुलाई 2009 के अनुसार, कैडर नियंत्रण के तहत सभी समन्वय/नियंत्रण अनुभागों से अनुरोध किया जाता है कि वे 24.02.2025 तक संलग्न प्रोफार्मा में स्पैरो के लिए वरिष्ठ लेखा परीक्षा अधिकारियों (ग्रुप-ए) और अन्य समूह-'बी' और 'सी' कर्मियों (एमटीएस को छोड़कर) 01.04.2024 से 31.03.2025 की अवधि के लिए एपीएआर फॉर्म जारी करने के लिए और 'वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट' (APARs) को समय पर लिखने के लिए एपीएआर विवरण प्रस्तुत करना

यह अनुरोध किया जाता है कि वरिष्ठ एओ (समूह 'ए') और अन्य समूह 'बी' और 'सी' कर्मियों के उक्त विवरण उक्त जानकारी की सॉफ्ट कॉपी के साथ इस उद्देश्य के लिए अलग-अलग अग्रेषण पत्र (एक तरफा प्रिंट) के साथ गोपनीय प्रकोष्ठ को प्रस्तुत किए जाएं।

As per DoPT OM No. 21011/1/2005-Estt (A) (Pt-II) dated 23rd July 2009, all the Co-ordinating /Controlling sections under the cadre control are hereby requested to furnish APAR particulars of Sr. AO (Group-'A') and other Group 'B' & 'C' personnel (except MTS) under their control for the period from 01.04.2024 to 31.03.2025 in the enclosed proforma **latest by 24.02.2025** in connection with SPARROW and issue of blank APAR forms respectively for writing up of 'Annual Performance Appraisal Reports' (APARs) for the Reporting Year 2024-25 in time.

It is requested that the said particulars of Sr. AO (Group-'A') and other Group 'B' & 'C' personnel with separate forwarding letters (one sided print) for the purpose **with soft copy** of the said information may be furnished to Confidential Cell.

Encl: 1. Proforma
2. Timeline for APAR writing

हस्ता/-
उप महालेखाकार/प्रशासन

Copy forwarded for information and necessary action to:-

1. The Secretary to the Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
2. The Secretary to the Accountant General (Audit-II), Odisha, Bhubaneswar.
3. The Sr. Pvt. Secretary to the Accountant General (Audit-II), Odisha, Bhubaneswar.
4. The Deputy Accountant General /Admn, O/o the Pr. A.G (Audit-I), Odisha, Bhubaneswar.
5. The Deputy Accountant General /AMG-I, O/o the Pr. A.G (Audit-I), Odisha, Bhubaneswar.
6. The Deputy Accountant General /AMG-II, O/o the Pr. A.G (Audit-I), Odisha, Bhubaneswar.
7. The Deputy Accountant General /AMG-III, O/o the Pr. A.G (Audit-I), Odisha, Bhubaneswar.
8. The Deputy Accountant General /AMG-IV, O/o the Pr. A.G (Audit-I), Odisha, Bhubaneswar.
9. The Deputy Accountant General /AMG-V, O/o the Pr. A.G (Audit-I), Odisha, Bhubaneswar.
10. The Sr. Deputy Accountant General /Admn, O/o the A.G (Audit-II), Odisha, Bhubaneswar.
11. The Deputy Accountant General /AMG-I, O/o the A.G (Audit-II), Odisha, Bhubaneswar.
12. The Deputy Accountant General /AMG-II, O/o the A.G (Audit-II), Odisha, Branch: Puri.
13. The Deputy Accountant General /AMG-III, O/o the A.G (Audit-II), Odisha, Bhubaneswar.
14. The Deputy Director/CRA, O/o the Pr. Director of Audit (C), Hyderabad, Branch Office: Director (CRA), Odisha, Bhubaneswar.
15. The Sr. Audit Officer/Admn., O/o the Pr. Director of Audit (C), Hyderabad, Branch: Office: Director (CRA), Odisha, Bhubaneswar
16. **The Sr. AO I/c of the following sections of the O/o the Pr. AG (Audit-I), Odisha.**
 1. Admn
 2. OE & Cash
 3. OM-I/II
 4. Estate
 5. Trg & Exam
 6. Rajbhasa Anubhag
 7. Legal Cell
 8. Welfare
 9. DA & RC
 10. ITA
 11. AMG-I (Coord.)
 12. AMG-II (Coord.)
 13. AMG-III (Coord.)
 14. AMG-IV (Coord.)
 15. AMG-V (Coord.)
 16. Report(M)
 17. ECPA
 18. Report (PAC)
 19. Report (LB)
17. **The Sr. AO I/c of the following sections of the O/o the AG (Audit-II), Odisha.**
 1. Admn
 2. OE & Cash
 3. Record
 4. Rajbhasa Anubhag
 5. Trg & Exam
 6. Vigilance
 7. ECPA
 8. EDP Cell
 9. AMG-I (Hdqs)
 10. AMG-II/OE, Puri
 11. AMG-III (Coord.)
 12. Report (Civil)
 13. Report/AMG-II
 14. Report/PSU
 15. ITA
18. Notice Board.

सकति पत्र
06/02/2025

वरिष्ठ लेखापरीक्षा अधिकारी/गोपनीय कक्ष

PROFORMA

(Period from 01.04.2024 to 31.03.2025)

Sl. No.	Full name & designation of the officer /staff to be reported upon	Name of Group/ Section with HQ/ Field reference	Period of absence/ leave/ Training etc. for <u>more than 15 days.</u>	Full name & designation of the Reporting Officer.	Period under report		Period of absence/ leave/ Training etc. for <u>more than 15 days.</u>	Full name & designation of the Reviewing Officer.	Period under review		Reference relating to Transfer/ Posting with name of Section & Date and Resignation etc.
					From (6)	To (7)			From (10)	To (11)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

N.B: The particulars may kindly be word processed with **Full names of the Officers/Officials** and be printed on single side on A4 size paper only

Signature of the Branch Officer

Annexure-III

Time schedule for preparation/completion of APAR
(Reporting year- Financial year)

S.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 to be given)	31 st March. (This may be completed even a week earlier).
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	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority	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	21 st September
	(a) where there is accepting authority for APAR	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