



**SUPREME AUDIT INSTITUTION OF INDIA**  
लोकहितार्थं सत्यनिष्ठा

Dedicated to Truth in Public Interest

O.O No. WM-II/24-25/APAR/ 86

Date: - 20/03/2025

**Office Order**

**Subject: -Regarding the Annual Performance Appraisal Report (APAR) for the period of 2024-25.**

The Annual Performance Appraisal Report for the period 2024-25 may be written/reviewed and make over finally as per under mentioned schedule and elucidated instructions: -

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms	Last week of March
2.	Submission of self-appraisal to reporting officer by officer to be reported upon	15 April
3.	Submission of report by reporting officer (Executive Engineer) to reviewing officer	30 June
4.	Report to be completed by the reviewing officer	31 July
5.	Disclosure to the officer reported upon	01 September
6.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
7.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
8.	End of entire APAR process	30 <sup>th</sup> November

**Instructions**

- I. Performance of government is ultimately the sum total of the performances of the individuals through which it functions. Government has, therefore, to know from time to time how its constituent function. This information is essential for proper personnel administration and management.
- II. The system of APAR on the performance of government servants is a means to an end and not an end in itself. The ultimate goal is to optimize the achievement of government policies and programmes. This is possible only if the APAR leads to the optimization of the performance of the concerned government servants. The main focus of the Reporting Officer should, therefore, be developmental rather than judgemental. The APAR should be a true indicator of the achievement of the government servant, it should not be a mere tool to control or discipline him.
- III. The Reporting Officer, at the beginning of the year has to set quantitative/physical targets in consultation with each of the government servants, whose report he is required to write. Performance appraisal is meant to be a joint exercise between the government servant reported upon and the Reporting Officer. While fixing the targets, priority should be assigned item-wise taking into consideration the nature and the area of work. The APAR is initiated by the government servant to be reported upon himself, who gives a brief description of his duties, specifies the targets set for him wherever applicable, achievements against each target, the shortfalls, if any, constraints encountered and areas where the achievements have been greater.
- IV. The form in which the APARs are recorded may vary between different departments and between different levels of responsibility within a departmental hierarchy depending upon the nature of work and duties attached to various posts. However, each report should begin with the brief description of duties of the government servant reported upon, the quantitative/physical targets/objectives set for him and his achievements against each target and shortfalls with reference to the targets and the constraints encountered if any and items where the achievements have been significantly higher.

- V. The officer reported upon may be required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area. The Reporting/Reviewing Officer may give specific comments on the requirement of skill up gradation for the officer reported upon and suggestions to achieve it.
- VI. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.
- VII. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
2. With a view to ensure to complete the processing of APAR related work within the date specified by DoPT vide OM No. 21011/1/2005-Estt. (A) (Pt-II) dated 23.07.2009, **all Officers/ Officials are hereby directed to send their self appraisal APAR for the period of 2024-25 to this office after reported by the Reporting Officer (Executive Engineer) concerned. They are also directed to send a xerox copy of the self appraisal APAR to this office submitted by them to the Reporting Officer concerned.**

---Sd---

**Dy. Accountant General  
(Works)**

**Memo No. WM-II/24-25/APAR/**

**dated: -**

**Copy to: -**

1. The Pr. Secretary/Secretary, Rural Works Department, Bihar, Patna.
2. The Pr. Secretary/Secretary, Public Health Department, Bihar, Patna.
3. The Pr. Secretary/Secretary, Water Resources Department, Bihar, Patna.
4. The Pr. Secretary/Secretary, Minor Irrigation Department, Bihar, Patna.
5. The Pr. Secretary/Secretary, Building Construction Department, Bihar, Patna.
6. The Pr. Secretary/Secretary, Road Construction Department, Bihar, Patna.
7. The Pr. Secretary/Secretary, Planning and Development Department, Bihar, Patna.

**You are, therefore, requested to issue suitable direction to the all field offices concerned to ensure that the reported APAR of DAs/DAOs/Sr. DAOs are submitted to this office by 30<sup>th</sup> June 2025 positively.**

8. Sectt. to DAG(W).

9. **Data Manager (DEO Gr.-G)/AAO-ITS- You are requested to upload on official website and Officials concerned are requested to download the aforesaid office order for further needful action.**

  
**Sr. Accounts Officer**