

कार्यालयप्रधानमहालेखाकार (लेखाएवंहक) पश्चिमबङ्ग
ट्रेजरीबिल्डिंग, 2ससरकारीस्थानपश्चिम, कोलकाता-700001

कार्यालयप्रधानमहालेखाकार (लेखाएवंहक) पश्चिमबङ्गाल
ट्रेजरीबिल्डिंग, 2सरकारीस्थानपश्चिम, कोलकाता-700001



Supreme Audit Institution of Indian
लोकहितार्थसत्यहिष्ठा
Dedicated To Truth in Public Interest

Office of the Principal Accountant General
(Accounts and Entitlement) West Bengal
Treasury Building, 2nd Government Place West,
Kolkata-700001.

No. WM/APAR/2025-26/89

Date: 25.09.2025

Office Order

The Department of Personnel and Training vide OM dated 09.04.2025 (copy enclosed) has invited a reference to their Department's OM No. 21011/01/2005- Estt. (A.II) dated 23.07.2009 wherein it has been stated that the Competent Authority has revised the time schedule for preparation/ completion of Annual Performance Assessment Report (APAR) and forwarded the revised time schedule i.e. Annexure-III for strict adherence from the Reporting Year 2024-25 onwards

Accordingly, the last date for reporting and reviewing of APAR of the Officer Reported Upon (ORU) and disclosure of APAR to the ORU are over. Hence, it is requested to all Sr. DAO, DAO-I, DAO-II, DA and DA (P) to see their APAR for the reporting year 2024-25, by 30.09.2025. Please ignore, if already seen.

[Authority: DAG's order dated 24.09.2025]

Sr. Account Officer /WM

No. WM/APAR/2025-26/749-752

Date: 25.09.2025

Copy forwarded to

1. All Sr. DAO/DAO-I/DAO-II/DA/DA(P)
2. All Reporting Officer/Executive Engineer of Divisional Accountant Cadre.
3. General Secretary, WB-DAOs and DAs Association
4. Sr. A.O/ITSC with a request to upload the office order in the official website.

Asst. Account Officer /WM

F. No. 21011/10/2025 PP(A-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

dated the 09th April, 2025

OFFICE MEMORANDUM

Subject: Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services

The undersigned is directed to invite reference to this Department's OM No.21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009 on the subject, "*Preparation and maintenance of Annual Performance Assessment Reports (APAR)*".

2. In partial modification of Annexure III of the abovementioned DoP&T OM dated 23.07.2009, the competent authority has approved revised time schedule for preparation / completion of Annual Performance Assessment Report (APAR). Accordingly, the revised time schedule, i.e., Annexure III is annexed herewith.

3. These instructions will come into force from the Reporting Year 2024-25 onwards.



(Rajesh Sharma)

Under Secretary to the Government of India

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

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC for uploading of DoP&T's website

Annexure-III**Time schedule for preparation/completion of Annual Performance Assessment Report
(Reporting Year- Financial Year)**

S. No.	Activity	Date by which to be completed	Auto Forward
1.	Distribution of blank APAR forms to all concerned (<i>i.e.</i> , 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).	01 st April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th May	16 th May
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	30 th June	01 st July
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31 st July	01 st August
5.	Appraisal by Accepting Authority, wherever provided	31 st August	01 st September
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.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
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 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	