

भारतीय लेखा परीक्षा एवं लेखा विभाग
कार्यालय महालेखाकार
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INDIAN AUDIT AND ACCOUNTS
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No: DAG(W/ACs)/Sectt/APAR/e-504400/D-40

Date: 15.06.2026

To

**The Sr. Divisional Accounts Officer
Divisional Accounts Officer - I,
Divisional Accounts Officer - II,
Divisional Accountant and Divisional Accountant (Prob.)
of Divisional Accountants' Cadre Madhya Pradesh**

Subject: Preparation and Monitoring of Work plan for Annual Performance Appraisal Reports in r/o DA Cadre Officials for Reporting Year 2026-27 onwards.

Attention is invited to Headquarters Circular No. 20/Staff(Discipline-I)/10-2026 dated 06.05.2026 regarding instructions on writing of Annual Performance Assessment Reports (APARs) of IA&AD Staff. The circular, inter alia, provides detailed guidelines for preparation and monitoring of Work Plans for APAR purposes from the reporting year 2026-27 onwards. The salient provisions of the circular are enclosed herewith for information and necessary action. The instructions contained therein shall be complied with strictly in accordance with Annexure-I appended to the Headquarters Circular.

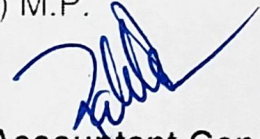
In view of the above instructions of C&AG all the Officers Reported Upon (DAs' Cadre Officials) are required to develop a work plan preferably be fixed on following items for the reporting year 2026-27 and agree upon the same with the Reporting Office:

1. Timely Submission/rendition of Monthly Accounts
2. Clearance of Form 51 (Form 51 pending till February of every reporting year may preferably be cleared by March of the same reporting year).
3. Clearance of Audit Paras (All audit paras pending till February of every reporting year may be cleared by March of the same reporting year).
4. Reconciliation of Monthly Account (Reconciliation of monthly accounts may be completed every quarter).
5. Clearance of amount pending in Suspense Heads (Amount pending till February of every reporting year in suspense head may be cleared by March of the same reporting year).
6. Purchase through Government-e-Marketing: (% of procurement through GeM portal as against the total budget allocated for procurement during the year

- by the Ministry/Department/Division/Section) in Rupees.
7. Submission of various returns/reports/registers in respect of divisions to the competent authority/Divisional Officers.

All the DAs' Cadre Officials are hereby instructed to ensure that their Annual Work Plan is prepared at the earliest for the reporting year 2026-27 and be forwarded to this office by 30.06.2026. A review shall also be carried out during the beginning of 2nd half of the year, after obtaining approval of the respective Reporting Authority / agree upon the same with the Reporting Office and a copy of the approved Work Plan is forwarded to this office by 05 November 2026 (to The Reviewing Officer i.e. Dy. Accountant General (Works Accounts)/ Accountant General (as the case may be) for perusal and custody.

This issues with the approval of Accountant General (A&E) M.P.



**Dy Accountant General
Works Accounts**