

कार्यालय प्रधान महालेखाकार
(लेखा व हकदारी) हरियाणा,
लेखा भवन, प्लॉट नं 4 व 5 सेक्टर 33-बी,
चण्डीगढ़-160020



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (A&E)
HARYANA, LEKHA BHAWAN
PLOT NO.-4 & 5, SECTOR 33-B
CHANDIGARH-160 020

Subject:- Revision of timeline for writing of Annual Performance Appraisal Report (APAR) for the reporting year 2024-25.

As per Headquarters Circular No. 11-स्टाफ (अनुशासन-1)/10-2025 dated 11.04.2025, the revised time schedule regarding submission of APAR for the period 2024-25 to be adopted all officilas/officers at every level is as under:-

Sl. No.	Activity	Date by which to be completed
1.	Submission of self-appraisal to reporting officer by officer to be reported upon	15.05.2025
2.	Submission of report by reporting officer to reviewing officer	30.06.2025
3.	Report to be completed by Reviewing Officer and to be sent to CR Section/Cell	31.07.2025

All officilas/officer are to ensure adherence to the above time schedule for writing and submission of APARs.

Digitally signed by
VEENUS CHAUDHARY
Sr. Deputy Accountant General (Works)
Date: 23-04-2025
19:34:41

No. WM(A)/DA/APAR/2025-26/77

Dated: 23-04-2025

Copy forwarded to the following for information and necessary action:-

1. All Executive Engineers
2. All DA Cadre staff
3. Sr.AO (IT Cell Local)

Sr. Accounts Officer [WM(A)]

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



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 11.04.2025

सेवा में,

1. भारतीय लेखापरीक्षा एवं लेख। विभाग के कार्यालयाध्यक्ष/विभागाध्यक्ष
2. महानिदेशक (मुख्यालय)
3. महानिदेशक (वाणिज्यिक)

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

महोदय/महोदया,

Department of Personnel & Training, vide Office Memorandum dated 09.04.2025 (copy enclosed) has invited a reference to their Department's OM No.21011/01/2005-Esttt.(A.II) dated 23.07.2009 regarding timelines for preparation/completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services.

2. In the aforesaid OM dated 09.04.2025, DoP&T has stated that 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) and forwarded the revised time schedule i.e. Annexure-III. It has further been stated in the aforesaid OM dated 09.04.2025 that these instructions will come into force from the Reporting Year 2024-25 onwards.

3. Accordingly, all the Heads of Department of IA&AD are requested that the timelines as intimated by the DoP&T vide Office Memorandum dated 09.04.2025 may please be adhered to in respect of APARs of Sr. AOs, Welfare officers, all Group B and C posts within the IA&AD.

संलग्नक- यथोपरि

भवदीय,

मृणाल

(मृणाल चावला)

सहा. नियंत्रक एवं महालेखापरीक्षक (अराज.-प्रथम)

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	