



पत्रांक: 102/CC/AGUK/A&E/APAR/2025-26/07

दिनांक: 16/04/2026

सेवा में,

1. प्रमुख अभियन्ता एवं विभागाध्यक्ष,  
उत्तराखण्ड लोक निर्माण विभाग, देहरादून।
2. मुख्य अभियन्ता एवं विभागाध्यक्ष,  
लघु सिंचाई विभाग उत्तराखंड,  
इंद्रप्रस्थ कालोनी लेन न0-03, नथनपुर, देहरादून।
3. प्रमुख अभियन्ता,  
उत्तराखंड सिंचाई विभाग,  
यमुना कालोनी, देहरादून।
4. मुख्य अभियन्ता (स्तर-1),  
ग्रामीण निर्माण विभाग, उत्तराखंड,  
तपोवन मार्ग देहरादून।
5. प्रमुख अभियन्ता,  
प्रधानमंत्री ग्राम सड़क योजना,  
सहस्रधारा रोड, देहरादून।

विषय: वार्षिक दक्षता मूल्यांकन आख्या तैयार करने एवं सत्यनिष्ठा (Integrity) कॉलम भरने सम्बन्धी दिशा-निर्देशों के सम्बन्ध में।

सन्दर्भ:-

- (1) भारत सरकार के कार्मिक एवं प्रशिक्षण विभाग के कार्यालय ज्ञापन सं: 21011/10/2025-PP(A-II), दिनांक: 09.04.2025 (प्रति संलग्न)।
- (2) मुख्यालय के पत्र सं: 481/स्टाफ (अनुशासन-01)/10-2026, दिनांक: 20.03.2026 के द्वारा परिचालित परिपत्र सं: 14/स्टाफ (अनुशासन-01)/2026, दिनांक: 20.03.2026 (प्रति संलग्न)।
- (3) भारत सरकार के कार्मिक एवं प्रशिक्षण विभाग के कार्यालय ज्ञापन सं: 21011/27/2015-Estt.(A-II), दिनांक: 11.02.2016 (प्रति संलग्न)।

महोदय,

उपर्युक्त विषयक भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय एवं भारत सरकार के कार्मिक एवं प्रशिक्षण विभाग के संदर्भित पत्रों/कार्यालय ज्ञापनों, के माध्यम से वार्षिक दक्षता मूल्यांकन आख्या को तैयार एवं पूर्ण करने एवं सत्यनिष्ठा (Integrity) कॉलम भरने सम्बन्धी दिशा निर्देशों को पुनः प्रसारित किया गया है, का अवलोकन करने का कष्ट करें। जिनके माध्यम से वार्षिक दक्षता मूल्यांकन आख्या को तैयार एवं पूर्ण करने एवं सत्यनिष्ठा (Integrity) कॉलम भरने सम्बन्धी नियमों का कड़ाई से पालन करने हेतु निर्देशित किया है।

प्रायः संज्ञान में आया है कि

- (1) इस कार्यालय के खंडीय लेखाधिकारियों/लेखाकारों, जोकि उत्तराखंड सरकार के अन्तर्गत विभिन्न विभागों के खण्डों में कार्यरत है, एवं APAR में उनकी रिपोर्ट लिखने वाले सम्बंधित रिपोर्टिंग अधिकारियों के द्वारा वार्षिक दक्षता मूल्यांकन आख्या को तैयार एवं पूर्ण करने हेतु निर्धारित समय सीमा का कड़ाई से पालन सुनिश्चित

नहीं किया जा रहा है। यह स्थिति प्रशासनिक शिथिलता एवं कर्तव्य के प्रति उदासीनता को दर्शाती है। यह भी अवगत कराया जाता है कि रिपोर्टिंग अधिकारी द्वारा वार्षिक दक्षता मूल्यांकन आख्या पर निर्धारित समयावधि से इतर/विलंब से रिपोर्ट करने पर पुनरीक्षण (Reveiwing) अधिकारी उक्त APAR का पुनरीक्षण करने सम्बन्धी अधिकार खो (forfeit) सकते है। विदित हो, वार्षिक दक्षता मूल्यांकन आख्या के खण्ड-II के अन्तर्गत स्वमूल्यांकन को भरकर रिपोर्टिंग अधिकारी को निर्धारित समय सीमा में प्रेषित ना करना एवं रिपोर्टिंग अधिकारी द्वारा APAR के खण्ड-III को भरकर पुनरीक्षण अधिकारी को निर्धारित समय सीमा में प्रेषित ना करना शासकीय कर्तव्य के निर्वहन में विफलता की तरह माना जा सकता है।

- (2) उपरोक्त संदर्भित पत्र (2) के तारतम्य में वार्षिक दक्षता मूल्यांकन आख्या के सत्यनिष्ठा (Integrity) कॉलम भरने हेतु रिपोर्टिंग अधिकारी के लिए स्पष्ट निर्देशों के बावजूद भी रिपोर्टिंग अधिकारी द्वारा वार्षिक दक्षता मूल्यांकन आख्या के सत्यनिष्ठा (Integrity) कॉलम भरने हेतु निर्धारित बिन्दुओं का पालन नहीं किया जा रहा है। जिससे कि स्व: मूल्यांकन करने वाले कार्मिकों की सत्यनिष्ठा के बारे में स्पष्ट रूप से पता नहीं चल पाता है।

अतः उक्त के आलोक में अनुरोध है कि अपने अधीन कार्यरत सभी रिपोर्टिंग अधिकारियों (अधिशासी अभियंताओं) को निम्नवत निर्देशित करने का कष्ट करें।

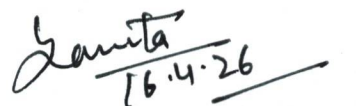
- (1) सभी रिपोर्टिंग अधिकारियों (अधिशासी अभियंताओं) के खण्डों में कार्यरत सभी Sr. DAO/DAO-I/DAO-II/DAO की वार्षिक दक्षता मूल्यांकन आख्या के खण्ड-III को भरने हेतु रिपोर्टिंग अधिकारियों द्वारा उपरोक्त वर्णित बिंदु (1) में संदर्भित कार्यालय ज्ञापन में उल्लिखित समय सीमा का अक्षरशः पालन किया जाना सुनिश्चित किया जाएगा।

यदि Sr. DAO/DAO-I/DAO-II/DAO के द्वारा अपना स्वमूल्यांकन के खण्ड-II को निर्धारित समयावधि में रिपोर्टिंग अधिकारी को प्रेषित नहीं किया जाता है तो रिपोर्टिंग अधिकारी स्वयं ऐसे कार्मिकों को लिखित रूप से स्मरण कराते हुए निर्धारित तिथि (रिपोर्टिंग वर्ष की 15 मई) तक स्वमूल्यांकन प्रस्तुत करने हेतु निर्देशित किया जाएगा। उक्त अनुस्मारक में यह भी स्पष्ट किया जाना चाहिए कि स्वमूल्यांकन प्रस्तुत करने वाले अधिकारियों हेतु निर्धारित तिथि तक स्वमूल्यांकन प्रस्तुत नहीं कर पाते हैं, तो रिपोर्ट बिना स्वमूल्यांकन के ही लिख दी जायेगी।

- (2) उपरोक्त बिंदु (2) एवं (3) में संदर्भित कार्यालय ज्ञापन में उल्लिखित दिशा-निर्देशों के अनुपालन में वार्षिक दक्षता मूल्यांकन आख्या के सत्यनिष्ठा (Integrity) कॉलम भरने हेतु रिपोर्टिंग अधिकारी के लिए जारी निर्देशों का पालन करना सुनिश्चित करेंगे।

यह पत्र महालेखाकार के अनुमोदनोपरान्त निर्गत किया जा रहा है।

भवदीय,

  
16.4.26

वरि० उपमहालेखाकार (प्रशा० एवं निधि)

संलग्नक: यथोपरि।

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

dated the 09<sup>th</sup> 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)**

<b>S. No.</b>	<b>Activity</b>	<b>Date by which to be completed</b>	<b>Auto Forward</b>
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 <sup>st</sup> April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 <sup>th</sup> May	16 <sup>th</sup> May
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	30 <sup>th</sup> June	01 <sup>st</sup> 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 <sup>st</sup> July	01 <sup>st</sup> August
5.	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August	01 <sup>st</sup> September
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority	01 <sup>st</sup> September	
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority	15 <sup>th</sup> 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	21 <sup>st</sup> September	
	(b) where there is Accepting Authority for APAR	06 <sup>th</sup> 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 <sup>th</sup> November	
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	

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, DEENDAYAL UPADHYAYA MARG,  
NEW DELHI - 110 124

150

दिनांक / DATE 20.03.2026

सेवा में,

1. भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी कार्यालयाध्यक्षविभागाध्यक्ष
2. प्रधान निदेशक (वाणिज्यिक-1)
3. निदेशक (कार्मिक)

विषय: Instructions/Guidelines relating to filling up the Integrity Column of Annual Performance Assessment Reports-regarding

महोदय महोदय,

Reference is invited to Headquarters Office Circular No. 20 dated 05.06.2025 (copy enclosed), vide which it was intimated that the Department of Personnel & Training (DoP&T) vide OM No. 21011/27/2015-Estt. (A-II) dated 11.02.2016 (copy enclosed) has issued detailed instructions/guidelines on filling up the column relating to integrity in Annual Performance Appraisal Reports (APARs).

2. As per Para 3 of the aforesaid OM dated 11.02.2016, the remarks against the Integrity column in the APARs of the officer reported upon shall be recorded by the Reporting Officer strictly in one of the following three options:

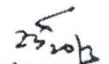
- (a) Beyond doubt. ✓
- (b) Since the integrity of the officer is doubtful, a secret note is attached. ✓
- (c) Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.

3. However, despite the clear instructions, it has been noticed that Reporting Officers are recording remarks in the Integrity column of APARs in a manner other than three options mentioned in Para 3 of the aforesaid OM dated 11.02.2016. This has been **viewed with concern** by the Competent Authority.

4. In view of the above, all Heads of Department in IA&AD are requested to bring the aforesaid instructions to the notice of all the officers. Further, sections dealing with APAR matters may also be advised to scrutinize the remarks recorded in the Integrity column carefully by the reporting officers. Any deviation from the prescribed format may be brought to the notice of the concerned Reporting Officer before disclosure of the APAR to the concerned Officer Reported Upon.

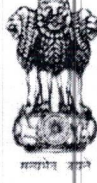
संलग्नक: उपरोक्त

भवदीय,

  
(सुमीत कुमार)

सहा. नियंत्रक महालेखापरीक्षक (अराज. -प्रथम)

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 05.06.2025

सेवा में,

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

विषय: Instructions/Guidelines relating to filling up the Integrity Column of Annual Performance Assessment Reports-regarding

महोदय महोदया,

The Department of Personnel & Training (DoP&T) vide OM No. 21011/27/2015-Estt. (A-II) dated 11.02.2016 (copy enclosed) has issued the detailed instructions/ guidelines on filling up the column relating to integrity in Annual Performance Appraisal Reports (APARs).

2. As per Para 3 of the aforesaid OM dated 11.02.2016, it has been instructed that remarks against the Integrity column of the APARs of the officer report upon shall be made by the Reporting Officer in one of the three options mentioned below:

- (a) Beyond doubt.
- (b) Since the integrity of the officer is doubtful, a secret note is attached.
- (c) Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.

3. However, it has been noticed that at times Reporting Officers do not make clear and categorical mention about the integrity of the officer reported upon. Further, it has also been seen that in case of doubt of integrity of the officer reported upon, the procedures prescribed for filling up the integrity column in APARs are not being followed appropriately.

4. Accordingly, it is impressed upon all the Heads of the Department of the IA&AD that instructions contained in the DoP&T OM dated 11.02.2016 may be brought to the notice of all Reporting Officers of your office for strict compliance.

संलग्नक: उपरोक्त

भवदीय

(सौरभ वासुदेव)

महानिदेशक (स्टाफ)

5/6/25

L-18

No. 21011/27/2015-Estt. (A-II)  
Government of India  
Ministry of Personnel, P. G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-110001  
Dated: //February, 2016

Office Memorandum

**Subject: Instructions/Guidelines relating to filling up the Integrity Column of Annual Performance Assessment Reports-regarding.**

The undersigned is directed to refer the existing instructions/ guidelines of this Department on filling up the column relating to integrity in ACRs (now APARs). It has been brought to the notice that many a time Reporting Officers do not make clear and categorical mention about the integrity of the officer reported upon. Further, it has also been seen that in case of doubt of integrity of the officer reported upon, the procedures prescribed for filling up the integrity column in APARs are not being followed appropriately.

2. Now, it has been decided to reiterate the followings instructions/guidelines contained in para 5.2 of this Department OM No. 51/5/72-Ests. (A) dated 20<sup>th</sup> May, 1972 on procedures prescribed for filling up the column relating to integrity in APARs:

- (a) Supervisory officers should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the annual confidential report, this diary should be consulted and the material in it utilised for filling the column about integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs.
- (b) The column pertaining to integrity in the character roll should be left blank and a separate secret note about the doubts and suspicions regarding the officer's integrity should be recorded simultaneously and followed up.
- (c) A copy of the secret note should be sent together with the character roll to the next superior officers who should ensure that the follow-up action is taken with due expedition.

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Contd.

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(d) If, as a result of the follow-up action, an officer is exonerated, his integrity should be certified and an entry made in the character roll. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.

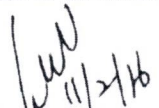
(e) There are occasions when a reporting officer cannot in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Deptt. Such instances can occur when an officer is serving in a remote station and the reporting officer has not had occasion to watch his work closely or when an officer has worked under the reporting officer only for a brief period or has been on long leave, etc. In all such cases, the reporting officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

(f) There may be cases in which after a secret report/note has been recorded expressing suspicion about an officer's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the officer's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices.

3. It is further conveyed that the remarks against the integrity column of APARs of the officer reported upon shall be made by the Reporting Officer in one of three options mentioned below:

- (a) Beyond doubt.
- (b) Since the integrity of the officer is doubtful, a secret note is attached.
- (c) Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.

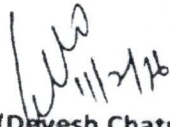
4. All Ministries/Departments are requested to bring it to the notice of all concerned for strict compliance.

  
(Devesh Chaturvedi)  
Joint Secretary to the Govt. of India  
Ph. 23094398

All Ministries/Departments of the Govt. India  
(As per standard list)

**Copy also forwarded to:**

1. Secretary General/Registrar General, Supreme Court of India.
2. Secretary General of Lok Sabha Secretariat/Rajya Sabha Secretariat.
3. Secretaries in President's Secretariat/Vice-President's Secretariat/Prime Minister's Officer/ Cabinet Secretariat/ Central Vigilance Commission/UPSC/NITI Aayog.
4. Comptroller and Auditor General of India, New Delhi.
5. Controller General of Accounts/Controller of Accounts, Ministry of Finance.
6. Governors of all States/Lt. Governors of all Union Territories.
7. PS to Hon'ble MoS (PP), North Block, New Delhi.
8. Secretary, National Council of JCM (Staff Side), Feroz Shah Road, New Delhi.
9. All members of Staff Side of National Council of JCM/Departmental Council.
10. All Officers/Sections of Department of Personnel and Training/Department of Administrative Reforms and Public Grievances/Department of Pensions and Pensioners Welfare/PESB.
11. Director, NIC, DoP&T for uploading on the website of this Department under **OM & Orders-Establishment-ACR.**
12. 10 Spare copies.

  
(Devesh Chaturvedi)

Joint Secretary to the Govt. of India