

E-5953/A-65061(55)/23/2021-Group B-CGA/247
Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
(HR-2 Section)

Mahalekha Niyantrak Bhavan,
GPO Complex, I.N.A., New Delhi

Dated : 28.07.2026

OFFICE MEMORANDUM

Sub: Timely Completion of APARs of all AAOs and SrAOs for APAR cycle 2025-26.

The Annual Performance Assessment Report (APAR) is an important document for assessing the suitability of officers for their further advancement in career viz. promotion, selection for deputation, etc. It is, therefore, essential that the same are completed in a time bound manner.

2. In this regard, it is stated that the Department of Personnel & Training (DoPT) vide OM dated 13.05.2026 has prescribed timelines for the various stages of APAR writing which are to be adhered to at all levels (Copy enclosed).
3. While reviewing the pending APARs of all Assistant Accounts Officers (AAOs) and Senior Accounts Officers (SrAOs) for the APAR cycle 2025-26, it has been observed that a large number of APARs are pending at Reporting/Reviewing officer level.
4. It is, therefore, requested to ensure completion of APARs of AAOs & Sr.AOs latest by 31st July, 2026 by Reporting Officer. The Reviewing Officers are also requested to complete the APARs by 31st August, 2026.

This issues with the approval of the Competent Authority.



(Anang Rawat)

Asstt. Controller General of Accounts

Encls.: As above

To

- All Pr.CCAs, CCAs, CAs (I/C) of Ministry/Department
- Jt.CGA(Admn.), PFMS; Jt.CGA(Admn), O/o CGA;
CC(Pensions), Director(INGAF); CFC(M/o Civil Aviation)
- All PAR Custodians of SPARROW- for necessary action and compliance
- Senior Accounts Officer (ITD) for uploading on CGA's website