

E-4497/No.A-28022/1/2020-Group B-CGA-Part/579
Government of India
Ministry of Finance, Department of Expenditure
O/o Controller General of Accounts

Mahalekha Niyatrak Bhavan,
GPO Complex, INA Colony,
New Delhi

Date : 24.02.2025

OFFICE MEMORANDUM

Subject : Recording of Annual Performance Appraisal Reports (APARs) for the year 2024-25 of all AAOs and SrAOs of CCAS Cadre, Adhering to time lines etc.-reg.

The Annual Performance Appraisal Report (APAR) is an important document as it provides the basic and vital inputs for assessing the performance of an officer and for his/her promotions, career advancements, deputations etc. It is, therefore, essential that APARs are completed in a time bound manner. It is reiterated that submission of **APARs of all AAO and SrAOs through SPARROW has been made mandatory from the APAR Cycle - 2022-2023.**

2. Reference is invited to DoPT O.M. No. 21011/1/2005-Estt (A) (Pt-II) dated 23.07.2009 prescribing a time schedule for various stages in writing of APAR. The designated PAR Custodian in the Principal Accounts Office in the Ministry/Department should initiate/generate PAR of the concerned officer in the beginning of the APAR cycle or at the time of his relieving or change/retirement of the Reporting/Reviewing officer etc., as the case may be. The Officer Reported Upon should invariably submit self-appraisal within stipulated time-schedule. If the Officer Reported Upon fails to submit the self-appraisal by the stipulated date, the Custodian will force forward the APAR to the Reporting Officer/Reviewing Officer (as per time schedule in the annexure) who will proceed to write the report on the basis of his own experience regarding the work and conduct of the Officer Reported Upon. While doing so, he will also point out the failure of the Officer Reported Upon to submit his self-appraisal within the stipulated time. For any development pertaining to APARs all officers may check DoP&T website [<https://doptcirculars.nic.in/Default.aspx?URL=cAcTSGOHJQHp%20>].

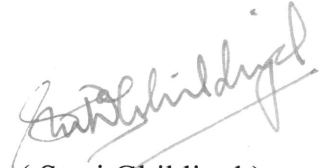
3. Therefore, all the respective Custodians for SPARROW of all the Departmentalized Accounting Organizations of Ministry/Department concerned are **requested to initiate preparation for generation of APAR forms in a timely manner so that APAR exercise for the reporting year 2024-2025 can be completed as per the time schedule enclosed with this OM.**

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4. Further, officers who are on deputation and on encadared post, the matter may be taken up by the officer reported upon and the office from which the officer has proceeded on deputation to get the APARs moved in SPARROW system through their respective parent office.

All the field offices shall **continue to send the printout of the completed APAR generated through SPARROW, duly ink-signed and stamped on each page by an officer not below the level of Dy. Controller of Accounts, to the Office of CGA for further maintaining the same in respective APAR dossier of the Sr.AOs.**

This issues with the approval of the Competent Authority.



(Stuti Ghildiyal)

Deputy Controller General of Accounts

To

- All PrCCAs/CCAs/CAs(I/C), Jt.CGA(PFMS)/Jt. CGA Admin, O/oCGA /Director INGAF/ADG Prasar Bharti
- SrAO(ITD) for its upload on website.

ANNEXURE

TIME SCHEDULE FOR APAR PROCESS (2024-25)			
S. No.	Activity	Date by which the activity to be completed	Date of Force-forwarding of APARs to next level by PAR CUSTODIAN in respective DAOs of Ministry/Department concerned
1	Distribution of blank APARs forms to all concerned	31st March, 2025	30th April, 2025
2	Submission of Self Appraisal to the Reporting Officer	15th April, 2025	15th May, 2025
3	Forwarding of report by Reporting Officer to Reviewing Officer	30th June, 2025	31st July, 2025
4	Forwarding of report by Reviewing Officer	31st July, 2025	31st August, 2025
5	Disclosure of APARs to the ORU	01st September, 2025	1st October, 2025
6	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	
7	Forwarding of representation to the Competent Authority	21st September, 2025	31.10.2025
8	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation	
9	Communication of the decision of the Competent Authority on the representation by the PAR Custodian	15th November, 2025	15th December, 2025
10	End of the entire APAR process, after which the APAR will be finally taken on record.	30th November, 2025	31st December, 2025