



सत्यमेव जयते

कार्यालय प्रधान महालेखाकार (लेखा एवं हक), पश्चिमबंगाल  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस, वेस्ट, कोलकाता-700 001  
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), WEST BENGAL  
TREASURY BUILDINGS, 2, GOVERNMENT PLACE WEST, KOLKATA- 700001



लोकहितार्थं सत्यमेव  
Dedicated to Truth in Public Interest

No. PAGAEW B/03/57/61/WM/2020-21/ 23

Dated: 09.07.2020

**CIRCULAR**

**Sub: Revised timeline for recording APAR of officials under Divisional Accountant Cadre for the year 2019-2020.**

As directed by Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions vide its O.M. No.21011/02/2015-Estt(A-II)-Part-II dated 11.06.2020 the timelines for distribution, recording, submission, reporting and reviewing of Annual Performance Appraisal Report for the year 2019-2020 in respect of all officials under Divisional Accountant Cadre have been re-scheduled as follows:-

Sl. No.	Activity	Date by which to be completed
1	Distribution of blank APAR forms from the WM Section	31 <sup>st</sup> July, 2020
2	Submission of Self-appraisal to Reporting Officer	31 <sup>st</sup> August, 2020
3	Forwarding of report by Reporting Officer to the Reviewing Officer	30 <sup>th</sup> September, 2020
4	Forwarding of report by Reviewing Officer to APAR Cell/Accepting Authority(whenever provided)	15 <sup>th</sup> November, 2020
5	Appraisal by Accepting Authority, whenever provided	31 <sup>st</sup> December, 2020
6	(a) Disclosure of APAR to the Officer reported upon where there is no accepting authority (b) Disclosure of APAR to the officer reported upon where there is accepting authority	31 <sup>st</sup> December, 2020 15 <sup>th</sup> January, 2021
7	Receipt of representation, if any on APAR	15 days from the date of communication
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	31 <sup>st</sup> January, 2021 15 <sup>th</sup> February., 2021
9	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
11	End of entire APAR process, after which APAR will be finally taken on record	31 <sup>st</sup> March, 2021

The Reporting Officers and the Reviewing Officers are requested to follow the instruction appended with the APAR carefully at the time of filling 'Integrity' and 'Grading'.

If any officials fail to submit the APAR within stipulated date, the Reporting Officer may report about the work and conduct of the official in a blank APAR form on the basis of his experience with a note regarding such failure of timely submission of APAR by the incumbent.

  
Deputy Accountant General (A/c & VLC)