

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),**

**KERALA THIRUVANANTHAPURAM**

**No.DAG(A)/C.Cell/APAR/2019-2020/**

**24.04.2020.**

**CIRCULAR**

1. Attention is invited to the Circular No.DAG (A)/CCell/APAR/2013-2014 dated 03.03.2014 and Circular No. DAG(A)/C.CELL/APAR/2015-2016 dated 31-03-2016 wherein detailed instructions for processing of Annual Performance Appraisal Reports (APARs) were issued. While processing the APARs for the period 2019-2020 all the procedures prescribed for processing of APARs stated in the said Circulars may be followed strictly.
2. As per Headquarters Office Circular letter No. 42-Staff(Disc I)/2018 issued under letter No. 203-Staff(Disc I)/10-2017 dated 07.12.2018, the form of APAR has been slightly modified inserting additional columns for furnishing additional information.
3. For processing of APARs, the following time schedule shall be strictly adhered to by all:

Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given)	31 <sup>st</sup> May 2020
Submission of self appraisal to Reporting Officer by officer to be reported upon	30 <sup>th</sup> June 2020
Submission of report by Reporting Officer to Reviewing Officer	31 <sup>st</sup> July 2020
Report to be completed by Reviewing Officer and to be sent to C.Cell	31 <sup>st</sup> August 2020

[Vide order dated 23.04.2020 of Principal Accountant General]

  
**Deputy Accountant General (Admn.)**

**To**

**All Reporting/Reviewing Officers in the Main Office and Branch Offices.**