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Important Circular

No. AN//1001/ACR  
O/o The CDA (Army)  
Meerut Cantt.  
Dt.26/6/2015

To,  
All IDAS Officers at Main Office.  
All IDAS at Sub Offices of CDA (Army) Meerut Cantt.

Sub: Performance Assessment Reports.

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Please find enclosed a copy of the HQrs Office Important Circular No. AN//1058/4/Vol-VII Dt. 22/6/2015 regarding adherence of the time schedule and non-exhausting their own channels for preparation/submission of Performance Assessment Reports.

Copy to:

✓ OA Cell

- For uploading on website.

- Sr.  
GO (AN)

SAC (AN)

महत्वपूर्ण परिपत्र / Important Circular

No. AN-I/1058/4/Vol-VII

कार्यालय रक्षा लेखा महानियंत्रक

Office of the Controller General of Defence Accounts

उलान बतार मार्ग, दिल्ली छावनी-110010

Ulan Batar Road, Delhi Cantt. -110010

Dated 22.06.2015

To

All CsDA/PCsDA/PIFAs/IFAs/PCA (Fys. ) Kolkata

Subject : Performance Assessment Report IDAS officers

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Attention is invited to this Office Most Important Circular of even No. dated 22.02.2012, where in guidelines for completion of APAR were circulated to all concerned.

2. It has been observed that guidelines prescribed in this HQrs office circular dated 22.02.2012 are not being followed properly. In some cases, Part-I duly filled in Performance Assessment Reports are either not handed over to the reporting officer at the time of his relieving or are handed over to the reporting officer after the lapse of a month or two. The non submission of self-appraisal in the PARs and non submission of PARs, duly reported upon by respective reporting officers has also been noticed in the past. Time Scheduled for finalization of APAR mentioned under DOP & T, O.M. dated 16.02.2009, is also not taken care by some officers. This eventually results in delay in finalisation of PARs within reasonable time.

3. Further, it has been observed that the duly reported Performance Assessment Reports are not handed over to the next superior officer (i.e. Reviewing Officer) by the Reporting Officer concerned, for review, instead of these are forwarded to Establishment/Administration, which is not in line with provision prescribed in DOP & T. It is therefore, enjoined upon all concerned to strictly adhere to guidelines circulated vide this office circular dated 22.02.2012 and DOP & T OM No. 51/5/72-Ests.(A) dated 20<sup>th</sup> May, 1972, **which states that the confidential report (now APAR) should be submitted by the Reporting Officer to his own superior.**

Please acknowledge Receipt.

(A.N. Das)  
Joint Controller General of Defence Accounts(AN)

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