

Important Circular

No. AN/I/1001/ACR
O/o The CDA (Army)
Meerut Cantt.
Dt. 16/3/2015

To, 7
All Sections (Main Office)
All Sub Offices of CDA (Army) Meerut Cantt.

Sub: Writing of APARs/MTPARs.

Of late it has been noticed that the time schedule for preparation/submission of APAR is not being adhere to. The same has been viewed with concern by the HQrs Office and it has been directed that all the Officers-in-charge may be instructed to ensure the strict adherence of the time schedule for preparation/submission of APAR.

Time Schedule is as stipulated under:

1	Submission of Self Appraisal to Reporting Officer by the officer to be reported upon (where applicable)	15 th April
2	Submission of report by Reporting Officer to Reviewing Officer	30 th June
3	Report to be completed by Reviewing Officer and to be sent to administration of CR section/Cell or Accepting Authority, wherever provided.	31 st July
4	Appraisal by accepting authority, wherever provided.	31 st August

366
17/3/15

The content of the circular may be got noted from all officers/staff for strict compliance.

Sd -
(M.S.Bohra)
AO (AN)

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OA Cell

- For uploading on website.

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(M.S.Bohra)
AO (AN)