

कार्यालय, रक्षा लेखा महानियंत्रक

Office of the Controller General of Defence Accounts

उलन बटार मार्ग, पालम, दिल्ली छावनी-110010

Ulan Batar Road, Palam, Delhi Cantt 110010

No. AN/XIII/ 13600/Appeal Case/2017

Dated 04.01.2018

To

All Pr. Controllers/Controllers

(Through Website)

Subject: Representation against entries and grading in APAR/MTPAR:
Submission of representation along with requisite documents for
consideration by the Competent Authority.

Reference: Hqrs Office confidential circular No. AN/XIII/13128/APAR/2010-11
dated 26.05.2014.

While examining the representation against entries and grading in APAR/MTPAR cases, it has been observed that processing of such representations are delayed for want of requisite documents and comments from field Offices.

2. In this context, attention is invited to Hqrs Office confidential circular cited under reference wherein the detailed guidelines for forwarding representation against entries and grading in APAR to Hqrs Office have been elaborated. However, the representations are not being forwarded to Hqrs Office as per ibid circular which causes delay in their disposal.

3. It is reiterated that the Admin Sections of Main Office shall continue to be responsible for obtaining remarks of the Reporting, Reviewing and Accepting officers on the representations preferred against the entries and final grading in APAR and process them for consideration by the designated Authority. Further, the decision on representation may be taken objectively in a quasi-judicial manner on the basis of material placed before it, after taking into account the views of the concerned Reporting/ reviewing Officers, if they are still in service. The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. In case of up-gradation of the final grading given in the APAR, specific reasons therefor may also be given in the order of the Competent Authority.

4. In case the representation against entries and grading in APAR/MTPAR is to be considered in the HQrs Office, the case may be forwarded for consideration by the Competent Authority along with following documents:

- i.** The representation against entries and grading in APAR/MTPAR.
- ii.** Copies of relevant APARs/MTPARs.
- iii.** Comments of Reporting, Reviewing and Accepting Officer on the representation.
- iv.** Any other records /documents relevant in the case.



(Kavita Garg)

Sr. Dy. CGDA (Admin)