



रक्षा मंत्रालय  
Ministry of Defence

रक्षा लेखा महानियंत्रक कार्यालय  
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स्वतंत्रता के 76 वर्ष  
76 years of independence

No: AN-I/PAR/2024-25

Date:11/04/2025

**IMPORTANT CIRCULAR**

To,

All PCsDA/CsDA Offices

(Through WAN / E-Mail)

**Sub: Revision of timelines for preparation/completion of Performance Appraisal Report (PAR) in respect of IDAS officers for the year 2024-25.**

**Ref.: DoPT OM No. 21011/10/2025 PP(A.II) dated 09/04/2025.**

As per the guidelines issued by DoPT OM under reference, revised timeline for preparation /completion of PAR in respect of IDAS officers for the year 2024-25 and onward has been issued as under:

Activity	Date by which to be completed	Auto forwarded
Generation/distribution of APAR	01-04-2025	
Self-appraisal	15-05-2025	16-05-2025
Reporting	30-06-2025	01-07-2025
Review	31-07-2025	01-08-2025
Accepting	31-08-2025	01-09-2025
Disclosure	15-09-2025	
Representation	15 days from the date of disclosure of APAR	

2. All stages are required to be completed within the timelines. If any stage is not completed by the due date, the PAR will automatically be forwarded to the next level.
3. All the officers may be informed accordingly.

  
(Geetika Singh Battu)  
Dy. CGDA (Admin)