

रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलान बटार रोड, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt 110010

No. AN/XIII/13128/APAR/2010-11

Dated 26.05.2014

To

All Pr. Controllers/Controllers/
PCA (Fys) Kolkata/ CsFA (Fys)/ CIA(Fys) Kolkata
PIFAs/IFAs

SUB: Writing and maintenance of Annual Performance Assessment Report (APAR).
REF: This office confidential letter No. AN/XIII/13128/3/Vol-XI dated 14.12.90 and
AN/XIII/13128/APAR/2010-11 dated 29/30.05.2013

Consequent upon introduction of APAR for numerical grading, the existing guidelines on writing and maintenance of Confidential Reports up to the rank of Sr. A O level circulated vide Hqrs office confidential letter No. AN/XIII/13128/3/Vol-XI dated 14.12.90 has been examined in consultation with Controller's/IFA offices and concerned sections of Hqrs office including IFA wing vide Hqrs letter bearing No. AN/XIII/13128/APAR/2010-11 dated 29/30.05.2013 and, revised statements A to D duly approved by the CGDA containing system of reporting, reviewing, accepting and consideration of representation against the entries and final grading in APAR are enclosed.

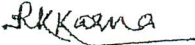
<u>Statement A</u>	Controller General of Defence Accounts
<u>Statement B</u>	Principal Controller of Defence Accounts/ Controller of Defence Accounts
<u>Statement C</u>	Principal Controller of Accounts (Factories) /Controller of Finance & Accounts (Factories)/ Chief Internal Auditor (ordnance Factories)
<u>Statement D</u>	Principal Integrated Financial Advisors/ Integrated Financial Advisors

2. Based on recent OMs issued by the DOPT on the subject and feedback/suggestions received from Controllers offices, the guidelines/instructions regarding writing and maintenance of APAR has been attempted and enclosed as following Annexures for reference, guidance and necessary action.

<u>Annexure- A</u>	Guidelines/instructions regarding preparation, maintenance and completion of APAR
<u>Annexure- B</u>	Guidelines regarding filling of APAR with numerical grading.
<u>Annexure- C</u>	Time schedule for preparation/completion of APAR

3. Further, the guidelines are only illustrative and not exhaustive in nature. All the Govt. orders/instructions on preparation, maintenance and completion of APAR issued from time to time shall continue to be followed.

Please acknowledge receipt.


(R K Karina)
Jt. CGDA (Admin)

