

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS****NO:1 STAFF ROAD SECUNDERABAD – 500 009****Phone No.040 – 27843385****Fax No.040 – 27810499**

No.AN/I/2004/APAR/VOL-XVII

Dated 11/07/2017

To
The Addl. CDA I/c, PAO (ORs) EME,
The ACDA I/c, PAO (ORs) AOC,
The SAO I/c, AAO (Army) Vizag,
All GOs/SAOs/AOs/AAOs/All sections in Main office.
All sub offices.

Subject : : Maintenance and preparation of APAR – reg.

Of late it is observed that preparation and completion of APAR/MTPARs in our organisation is being badly delayed which is resulting in inconvenience at the time of finalising the gradings, convening of DPCs, etc., in view of the above all the reporting & reviewing authorities serving in this organisation are requested to adhere to the below mentioned time schedule for preparation/ completion of APAR prescribed by DOPT vide OM No.21011/1/2005-Estt.(A)(Pt.II) dt.23.07.2009

01	Submission of self-appraisal to Reporting officer by officer to be reported upon (Where applicable)	15 th April
02	Submission of report by Reporting officer to Reviewing officer	30 th June
03	Report to be completed by Reviewing officer and to be sent to Accepting authority (Directly or through Admin Section)	31 st July
04	Appraisal by Accepting authority	31 st August

2 Further as per the DoPT O.M.No.21011/02/2009-Estt.(A), dated 16.02.09

- I. Reporting Officer shall have no right to enter any remarks in the APAR after 30th June following the annual reporting period.
- II. Reviewing Officer shall have no right to enter any remarks in the APAR after 31st August following the annual reporting period.

To know the status of the APARs at different levels thus ensure the timely completion of the process it is requested to render status reports to this office as under.
Status report by the Reporting authorities by 15.07.17 and Reviewing authorities by 07.08.17.

Name of the Reporting/Reviewing officer :

Sl.no.	Name of the official reported upon	Action (Reporting/Reviewing)	Status	Submitted to


(Siva Sankar Bandi)
DCDA(AN)