



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
WEST BENGAL,
TREASURY BUILDINGS, KOLKATA-700 001**

OFFICE ORDER

N0.WM-I/Estt/ 21

Dt. 30.04.2015

The Annual Performance Appraisal Reports, abbreviated as A.P.A.R. of all Sr. Divisional Accounts Officers/ Divisional Accounts Officers Gr-I/ Divisional Accounts Officer Gr-II/Divisional Accountants for the year 2014-2015 (i.e. 1.4.2014 to 31.3.2015) may please be sent to this office duly completed in all respects latest by 30th June, 2015 positively [Ref. C&AG Office vide No. 151-NGE(Disc)/42-2007 dt. 8.3.2010 and Govt. of India, Ministry of Personnel, Public Grievances and Pension O.M. No. 21011/1/2005-Estt(A)(Pt-II) dated 23.07.2009]. New sets of APAR Forms for Sr. D.A.O/D.A.O.-I/D.A.O.-II/D.A. may be collected from WM-I section of this office.

The Sr. D.A.O/D.A.O.-I/D.A.O.-II/D.A. concerned may please be instructed to submit the Annual Performance Appraisal Report Forms for assessing their performances for 2014-2015 (i.e.1.4.2014 to 31.3.2015) to the respective Reporting Officers after filling up the self appraisal part. The Reporting Officers are requested to send the same to the Reviewing Officer by 30th June, 2015.

It has been observed in the past that the delay in receipt of ACR/APAR of Sr. DAO/DAO-I/DAO-II/DA in this office has resulted in administrative inconveniences and abnormal delay in the matter of promotion/confirmation etc. It is, therefore, requested that the time-schedule mentioned above for submission of A.P.A.R. may please be strictly adhered to.

As numerical grading has to be given in respect of each employee, the Reporting Officers should scrupulously follow the instructions appended to each of the APAR Forms and ensure that the officer reported upon complies with the following:

i) Self appraisal portion i.e. PART-II (To be filled in by the Officer Reported upon) must be duly signed by the incumbent at the appropriate space below column '3D'.

ii) As per Govt. of India, Ministry of Personnel, Public Grievances and Pension O.M. No. 21011/1/2005-Estt(A)(Pt-II) dated 23.07.2009 order , Reporting Officers may disclose the contents of the APAR to the concerned Sr. Divisional Accounts Officers/ Divisional Accounts Officers Gr-I/ Divisional Accounts Officer Gr-II/Divisional Accountant for going through their respective APAR and obtain the signature of the employee concerned.

iii) Period of the APAR must be written in dd/mm/yyyy format. No other format like mm/yyyy format is acceptable.

iv) APAR of all Sr. Divisional Accountants Officers/ Divisional Accounts Officers Gr-I/ Divisional Accounts Officer Gr-II/Divisional Accountants must be submitted in printed Form as available from this office and not Photocopies thereof. Henceforth, no APAR submitted in photocopy of the printed Form will be accepted. This may please be adhered to.

It is requested to ensure that the Open performance Reports of Sr. Accounts Clerks covering the period upto the December, 2014 should reach this office positively by the 1st week of May, 2015, if not already sent.


All concerned Officers should scrupulously follow the instructions appended above.

Sd/-
Deputy Accountant General
(A/cs. & VLC)

No. WM-I/out/APAR/2014-2015/143-149

Dated: 30.04.2015

1. Copy to All Divisional Officers of the Public Works Division, of West Bengal with the request to bring this circular to the notice of Divisional Accountants/Divisional Accounts Officers working in their divisions.
2. Copy to the Secretary, Hooghly River Bridge Commissioner, St. Georges Gate Road, Kol.-21.
3. Copy to the Project Director, A.D.B. Road Project, Govt. of West Bengal; P.W. Road Deptt. Sarak Bhavan, Lambodorpur, Suri, Birbhum.
4. Copy to the Project Director, West Bengal Corridor Development Project (ADB Loan), Project Implementation Unit, Writers Buildings, Main Block, Top Floor, Kol.-1.
5. Copy to the Sr. Engineer, Project Management Unit of Calcutta; Environment Improvement Project, 206-A.J.C. Bose Road, Kolkata-700017.
6. Notice Board.
7. Sr. A.O. (Record) for hoisting the order in the office Web Site (www.agwb.cag.gov.in).


(S.S.Shee)
Sr. Accounts Officer/WM-I