

**CIRCULAR**

**OFFICE OF THE  
CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
ULAN BATAR ROAD, PALAM, DELHI CANTT-110010**

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

Dated the 30<sup>th</sup> September, 2015.

To

**All Pr. Controllers/Controllers  
Pr. IFAs/IFAs**

**SUBJECT: WRITING AND MAINTENANCE OF ANNUAL PERFORMANCE  
ASSESSMENT REPORT (APAR).**

Consequent upon introduction of APAR for numerical grading, the existing guidelines on writing and maintenance of confidential reports circulated vide HQrs Office letter No. AN/XIII/13128/3/Vol-XI dated 14.12.1990 was examined in consultation with the Controllers'/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 were circulated vide HQrs letter bearing no. even dated 26.05.2014.

2. However, it is noticed that the guidelines/instructions are not being followed by the Reporting & Reviewing Officers resulting in finalisation of APARs in a flawed manner adversely affecting the promotional and other aspects of the concerned officers. Since it concerns the career development and advancement of our personnel, it is incumbent upon all the Reporting/Reviewing/Accepting Officers to bestow their personal care and attention in each and every report that comes under their consideration/responsibility so that the staff/officers reported upon do not feel disappointed and let down.

3. Accordingly, it enjoined upon all concerned that the guidelines/instructions issued on the subject may be strictly adhered to in letter and spirit.

This issues with the approval of the CGDA.

  
(AN Das)

**Joint Controller General of Defence Accounts (Admin.)**