



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी-226002  
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## CIRCULAR

(Through Website)

No. AN-1A/1004/SPARROW

Date: 02.08.2023

To

The IFA (CC) Lucknow  
The CDA RTC Lucknow  
All Sub-Offices under PCDA (CC) Lucknow  
All Sections in Main Office

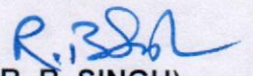
Sub: Generation of Annual Performance Appraisal Report (APAR) in respect of Group B (Gazetted), Group B (Non Gazetted) and Group C officers and staff.

As intimated vide Hqrs. letter No. AN/XIII/13133/SPARROW/2023 dated 31.07.2023, the timeline for recording/submission of APARs in respect of Group B (Gazetted), Group B (Non Gazetted) and Group C for the year 2022-23 has been revised.

2. The revised timelines for recording the APAR in respect of Group B (Gazetted), Group B (Non Gazetted) and Group C for the year 2022-23 is as below:

Sl. No.	Activity	Due Date
1	Self -appraisal	15.08.2023
2	Reporting	31.08.2023
3	Reviewing	30.09.2023
4	Accepting	31.10.2023
5	Disclosure	15.11.2023

3. All officers and staff are requested to strictly adhere to the timelines. If any stage is not completed by the due date, the APAR will be force forwarded to the next level.

  
(R. B. SINGH)  
ACDA (ADMIN)