

No.7804/FD/F2/A2/2011  
GOVERNMENT OF PUDUCHERRY  
FINANCE DEPARTMENT

-0-

Puducherry, dated 18-03/2022

**CIRCULAR**

Sub: Annual Performance Assessment Report (APAR) for DDAT / SAO and JAO –  
Instructions - Issued – Reg.

The Finance Department being the cadre controlling Authority for Accounts cadre has decided to modify the existing format of APAR of Deputy Director of Accounts and Treasuries / Senior Accounts Officer and Junior Accounts Officer by providing an additional column to record the comments and final grading by the Acceptance Authority. The Departments/Offices are accordingly required to follow the following guidelines in respect of the APAR of the Accounts cadre :

- I. If presently the review is by an officer below the Administrative Secretary, the Administrative Secretary shall act as the Accepting Authority, for the Accounts Officers posted in a Department.
  - II. If presently the review is by Administrative Secretary, Secretary (Finance) shall be the Accepting Authority, for the Accounts Officer posted in a Department.
  - III. For Deputy Director of Accounts and Treasuries/SAO and JAO posted in DAT, Puducherry, the Secretary (Finance) shall be the Reviewing and Accepting Authority.
2. The Director of Stationery and Printing, Puducherry is hereby instructed to accordingly print and stock sufficient number of APAR forms for the Officers in Accounts cadre viz. Deputy Director of Accounts and Treasuries / Senior Accounts Officer and Junior Accounts Officer for supply to the indenting offices. The Head of Departments / Offices may make arrangements to get sufficient APAR forms for the Accounts cadre working under their control from the Director of Stationery and Printing, Puducherry, for reporting, reviewing and accepting strictly as per this new format. The APAR forms in the existing old format would no longer be taken into account with immediate effect.
3. This modified arrangement shall come into force with respect to APAR of the current financial year 2021-22

//BY ORDER//

 18/3/22

(K. GOVINDARAJAN)

**UNDER SECRETARY TO GOVERNMENT (FINANCE)**

1. All Secretaries/ Special Secretaries
2. All Heads of Departments / Offices concerned  
Puducherry / Karaikal / Mahe / Yanam
3. All DDAT/SAO/JAO
4. The F3 Section, Finance Department, Puducherry-To upload the circular on the official website of the Finance Department

Copy for information and necessary action to :

The Director of Stationery and Printing, Puducherry.