

Important Circular

E-Mail/FAX/Speed Post



भारतसर्वकार/GOVERNMENT OF INDIA

रक्षांमंत्रालय/MINISTRY OF DEFENCE

कार्यालय, प्रधानलेखा नियंत्रक (निर्माणियां)

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)

(प्रशा. I अनुभाग/AN- I Section)

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No. 572/AN-I/APAR/SAOs-AOs/2016-17

Dated: 17.01.2018

To
The All Controllers of Finance & Accounts (Fys)/
The All IFA (Fys)

Sub: Representation against entries and grading in APAR/MTPAR: Submission of representation along with requisite documents for consideration by the Competent Authority

Ref: HQrs. Office, Delhi Cantt. letter No. AN/XIII/13600/Appeal Case/2017, dt. 04.01.2018

(Through Website)

Kindly refer to HQrs. Office circular cited above, wherein it has been informed that instances have been observed at HQrs. Office that processing of representations against entries and grading in APAR/MTPAR are delayed for want of requisite documents and comments from field Offices.

In this context reference is also invited to HQrs. Office Confidential Circular No. AN/XIII/13128/APAR/2010-11, dated: 26.05.2014 wherein the detailed guidelines for forwarding representation against entries and grading in APAR to HQrs. Office have been elaborated. Whereas, the representations are not being forwarded to HQrs. Office as per ibid circular which causes delay in their disposal.

In this context it is also stated that the decision on the representation may please be taken objectively in a quasi-judicial manner on the basis of material placed before it, after taking into account the views of the concerned Reporting/Reviewing Officers, if they are still in service. The Competent Authority after due consideration may reject the representation or may accept and modify the APAR accordingly. In case of up-gradation of the final grading given in the APAR, specific reasons therefore, may also please be furnished in the order of the competent authority at HQrs. Office.

In case the representation, if any, is to be considered in HQrs. Office, the case may kindly be forwarded to this office along with the following documents for onward transmission of the same to HQrs. Office for consideration by the Competent Authority

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- i) The representation against entries and grading in APAR/MTPAR.
- ii) Copies of relevant APARs/MTPARs.
- iii) Comments of Reporting, Reviewing and Accepting Officer on the representation.
- iv) Any other records/documents relevant in the case.

This is for guidance and future compliance please.

This has the kind approval of PCA (Fys).

Sd/-

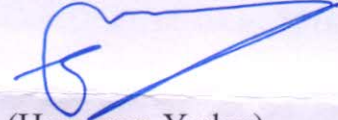
(Hanuman Yadav)

Dy. Controller of Accounts (Admin)

Copy to:-

1) The CGDA : for kind information please w.r.t HQrs. Office ibid letter.
Ulan Batar Road, Palam
Delhi Cantt.-110 010

2) EDP/Website Cell : for uploading please.
Main Office, Local



(Hanuman Yadav)

Dy. Controller of Accounts (Admin)

SML