

Reminder

No.5/2020-C.R. Cell

Government of India

(भारत सरकार)

Ministry of Fisheries, Animal Husbandry and Dairying

(मतस्यपालन, पाशुपालन एवम् डेयरी मंत्रालय)

Department of Animal Husbandry and Dairying

(पाशुपालन एवम् डेयरी विभाग)

Krishi Bhawan, New Delhi

Dated. 07.04.2025.

OFFICE MEMORANDUM

Subject: Timely preparation and proper maintenance of APAR for year 2024-25.

The undersigned is directed to invite attention to DoP&T's O.M. dated 1st April, 2025 (copy enclosed) and to request to adhere to the following timelines given for completion of APAR for the year 2024-25 in respect of all Group-A, B and C Officers of CSS/CSSS/CSCS Cadre including all other cadres viz. ISS, SSS & Tech/Vet.(Technical & Veterinary Doctors) of DAHD covered in SPARROW portal :

S. No.	Activity	Date by which the activity to be completed
1.	Distribution of blank APARs forms to all concerned	31st March, 2025
2.	Submission of Self Appraisal to the reporting officer	15th April, 2025
3.	Forwarding of report by reporting officer to reviewing officer	30th June, 2025
4.	Forwarding of report by Reviewing Officer to Administration/APAR cell	31st July, 2025
5.	Disclosure of APARs to the ORU	01st September, 2025
6.	Receipt of representation, if any, on PAR	15 days from the date of receipt of communication
7.	Forwarding of representation to the competent authority	21st September, 2025

8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
9.	Communication of the decision of the competent authority on the representation by the APAR Cell	15th November, 2025
10.	End of the entire APAR process, after which the APAR will be finally taken on record.	30th November, 2025

2. Further, it has been decided to activate auto forwarding of APARs for the reporting year 2024-25 onwards. Accordingly, the SPARROW system would automatically forward the APARs to the next stage as per prescribed timelimits. In case of non-submission of self appraisal by Officer Reported Upon (ORU), assessment by Reporting Officer (RO) and review by Reviewing Authority (RA) within the time limit as mentioned above, the APARS will automatically get forwarded to RO and then to RA and so on and the respective officers will not be able to record their self-appraisal/assessment/review for the period of the APAR under any circumstances, once the APAR is auto forwarded to the next level/stage.

3. It is also mentioned here that the APARs of all the officers/officials of DAHD have been created/generated as per data available with this Unit and uploaded on individual's account on the SPARROW Portal. If someone is facing any difficulties in this regard, may contact Shri Mukesh Kumar, ASO, CR Cell of DAHD, Room No.529, Krishi Bhawan, New Delhi personally or through e-mail: m.kumar81@gov.in

4. All the officers/staff of this Department covered in 'SPARROW' Portal are requested to adhere to the time schedule strictly.


(S.C. Kashyap)

Deputy Secretary to the Government of India

Encl:- As above

To

1. All authorities concerned and staff.
2. NIC, DAHD with request to upload the same on Department's website.
3. PS to all Joint Secretaries of this Department.
4. Sr. PS to Secretary (AHD).
5. PS to Hon'ble Minister (F, AH&D).
6. PS to Hon'ble MoS (F, AH&D).
7. The Deputy Secretary (IT), DAHD, Krishi Bhawan, New Delhi.

No.22-9/2025-CS.I(APAR)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

2nd Floor, A-Wing, Lok Nayak Bhawan,

Khan Market, New Delhi-110003.

Dated the 1st April, 2025.

OFFICE MEMORANDUM

Subject: Timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2024-25 in respect of Group 'A', Group 'B' and Group 'C' officers of CSS/CSSS/CSCS through SPARROW portal - reg.

The undersigned is directed to refer to DoP&T's OM No.22011/2005-Estt.(A)(Pt.II) dated 23rd July, 2009 and other relevant circulars wherein instructions regarding timely preparation and recording of the APARs are mentioned. All Ministries/Departments participating in CSS/CSSS/CSCS cadres are, therefore, requested to strictly follow the timelines given in the **Annexure** for recording the online APARs for the reporting year 2024-25 in respect of Group 'A', 'B' and 'C' officers on SPARROW portal as prescribed vide DoP&T's O.M. under reference.

2.??Further, it has now been decided to activate auto forwarding of APARs for the reporting year 2024-25 onwards. Accordingly, the SPARROW system would automatically forward the APARs to the next stage as per the prescribed timelimits. In case of non-submission of self appraisal by Officer Reported Upon (ORU), assessment by Reporting Officer (RO) and review by Reviewing Authority (RA) within the time limit as mentioned in the **Annexure**, the APARs will automatically get forwarded to RO and then to RA and so on and the respective officers will not be able to record their self-appraisal/assessment/review for the period of the APAR under any circumstances, once the APAR is auto forwarded to the next level/stage.

3.??Therefore, the Nodal Officers for SPARROW of all the cadre units of CSS/CSSS/CSCS may take required urgent action for generation of APAR forms in a timely manner so that the APAR exercise for the reporting year 2024-25 can be initiated and completed as per the time schedule. **The Nodal Officers are also requested to bring the above facts and timelines, especially regarding the provision of auto forward to all the officers of CSS/CSSS/CSCS and their ROs and RAs for timely completion of the APARs.** The Nodal Officers are requested to ensure correct mapping of ORU, RO and RA at the time of generation of APARs of an officers as after auto forwarding of APARs, there would be no provision available for reversion of the APARs.

(Rajeev Nayan)

Under Secretary to the Govt. of India

Tel: 011-24624046

E-Mail: rajeev.nayan@nic.in

To: All Ministries/Departments through e-HRMS 2.0

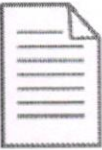
Copy for information to:

1. NIC, SPARROW (Helpdesk) : It is requested to ensure Auto forwarding of APARs for CSS/CSSS&CSCS cadre in SPARROW portal as per given time schedule mentioned in Annexure.
2. DS (CS-II) in r/o CSSS/CSCS

Annexure

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8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
9.	Communication of the decision of the competent authority on the representation by the APAR Cell	15th November, 2025
10.	End of the entire APAR process, after which the APAR will be finally taken on record.	30th November, 2025


Signature Valid
 e-Signed by: RAJEEV NAYAN
 Date: 01-04-2025
 03:39 pm

