

**REMINDER**

**File No. C-31018/3/2021-Vigilance**

Government of India

(भारत सरकार)

Ministry of Fisheries, Animal Husbandry and Dairying

(मत्स्यपालन, पशुपालन एवं डेयरी मंत्रालय)

Department of Animal Husbandry and Dairying

(पशुपालन एवं डेयरी विभाग)

Krishi Bhawan, New Delhi

Date: 13<sup>th</sup> May, 2025

**OFFICE MEMORANDUM**

Subject:- Timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2024-2025 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&Ts O.M. No. 22-9/2025-CS.I(APAR) dated 01.05.2025 & 08.05.2025 regarding the Timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2024-2025 in respect of Group 'A', Group 'B' and Group 'C' Officers of CSS/CSSS/CSCS through SPARROW portal (copy enclosed).

2. All administrative authorities of the Department are requested to take note of the time limit and the procedures in the guidelines and further bring them to the notice of all concerned i.e. sub-ordinate or attached bodies of the Department for strict compliance.

**Encl.: As above**



**(S.C. Kashyap)**

Deputy Secretary to the Govt. of India

☎ 011-23382863

✉ sckashyap.05@gov.in

To :

1. All the Joint Commissioners of the Department
2. Deputy Secretary, Estt.-I (HQ), DAHD, Krishi Bhawan, New Delhi
3. Deputy Secretary, Estt. (LH), DAHD, Chanderlok Building, Janpath, New Delhi
4. Under Secretary, (AQCS), DAHD, Krishi Bhawan, New Delhi
5. Under Secretary, Estt.-IV (CDD), DAHD, Krishi Bhawan, New Delhi
6. Under Secretary, (NLM), DAHD, Chanderlok Building, Janpath, New Delhi

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

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

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

Khan Market, New Delhi-110003.

Dated the 8<sup>th</sup> May, 2025.

OFFICE MEMORANDUM

Subject: Strict Adherence to Timelines for Recording of Annual Performance Appraisal Report (APAR) for the reporting year 2024-25 in respect of officers of CSS/CSSS/CSCS through SPARROW portal - reg.

The undersigned is directed to refer to this Department's OM of even number dated 01.04.2025 and 11.04.2025 and reminders dated 08.04.2025 and 01.05.2025 regarding timelines for recording of APAR for the reporting year 2024-25.

2.??It is once again brought to the notice of all CSS/CSSS/CSCS officers that the APARs would be AUTO-FORWARDED to the next level even if action is not taken by the concerned Officer Reported Upon (ORU) or the Reporting Officer (RO) or the Reviewing Authority (RA) within the prescribed timelines.

3.??Therefore, all the Nodal Officers for SPARROW of all the cadre units of CSS/CSSS/CSCS are once again requested to take any action pending on behalf of ORU and also sensitize all the Officers posted in their Ministry/Department regarding the timelines and the auto forwarding of APAR to the next level as per the prescribed timelines.

4.??This may be accorded utmost PRIORITY.

(L. Raghavendran)

Under Secretary to the Govt. of India

To: All Ministries/Departments (through e-HRMS 2.0)

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Copy to:

1. NIC, SPARROW (Helpdesk)
2. DS (CS-II) in r/o CSSS/CSCS



**Signature Valid**

e-Signed by: L.  
RAGHAVENDRAN  
Date: 08-05-2025  
10:53 am



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

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

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2<sup>nd</sup> Floor, A-Wing, Lok Nayak Bhawan,

Khan Market, New Delhi-110003.

Dated the 01<sup>st</sup> May, 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 this Department's OMs of even number dated 01.04.2025 and 11.04.2025 regarding timelines for recording of APAR for the reporting year 2024-25 and strict implementation of auto forwarding of APAR to the next level thereof in respect of CSS/CSSS/CSCS officers.

2.??The timelines for recording of APAR for the reporting year 2024-25, as per DoPT's O.M. of even number dated 11.04.2025, are reiterated as under for ready reference:

S. No.	Activity	Date by which the activity to be completed	Auto forward
1.	Distribution of blank APARs forms to all concerned	01 <sup>st</sup> April	---
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon	15 <sup>th</sup> May	16 <sup>th</sup> May

3.	Submission of APAR by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June	01 <sup>st</sup> July
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31 <sup>st</sup> July	01 <sup>st</sup> August
5.	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August	01 <sup>st</sup> September
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority  (b) Disclosure to the Officer Reported Upon where there is Accepting Authority	01 <sup>st</sup> September  15 <sup>th</sup> September	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority  (a) where there is no Accepting Authority for APAR  (b) where there is Accepting Authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> October	
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November	
11.	End of the entire APAR process, after which the APAR will be finally taken	30 <sup>th</sup> November	

	on record.	
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3.??All the Nodal Officers for SPARROW of all the cadre units of CSS/CSSS/CSCS are once again requested to take required urgent action for generation of APAR forms in a timely manner so that the APAR exercise for the reporting year 2024-25 is completed as per the above schedule. The Nodal Officers are also requested to bring the above timelines for recording of APAR and auto forwarding of APAR to the next level, to all the officers of CSS/CSSS/CSCS and their ROs and RAs for timely completion of the APARs.

(Rajeev Nayan)

Under Secretary to the Govt. of India

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To: All Ministries/Departments (through e-HRMS 2.0)

Copy to:

1. NIC, SPARROW (Helpdesk)
2. DS (CS-II) in r/o CSSS/CSCS

