

**File No.5/2020-C.R. Cell**

Government of India

(भारत सरकार)

Ministry of Fisheries, Animal Husbandry & Dairying

मत्स्यपालन, पशुपालन एवं डेयरी मंत्रालय

Department of Animal Husbandry and Dairying

(पशुपालन एवं डेयरी विभाग)

Krishi Bhawan, New Delhi

Dated. 15.04.2025

**OFFICE MEMORANDUM**

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

The undersigned is directed to invite attention to DoP&T's O.M. & Corrigendum dated 11<sup>th</sup> April, 2025 (copy enclosed) regarding revised timeline on the above mentioned subject and to request to adhere to the following revised timelines given as per Annexure-III 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 :

Time schedule for preparation/completion of Annual Performance Assessment Report  
(Reporting Year – Financial Year)

S.No.	Activity	Date by which to be completed	Auto Forward
1.	Distribution of blank APAR forms to all concerned (i.e., to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	01 <sup>st</sup> April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	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 of	31 <sup>st</sup> July	01 <sup>st</sup> August

	CR Section / Cell or Accepting Authority, wherever provided		
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 entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	

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

Encl:- As above

(S.C. Kashyap)

Deputy Secretary to the Govt. of India

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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.

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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 11<sup>th</sup> April, 2025.

**OFFICE MEMORANDUM**

Subject: Revised 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 CS.I Division's O.M. of even number dated 01.04.2025 and O.M. No.21011/10/2025-PP(A.II) dated 09.04.2025 issued by the Establishment Division of this Department on the above mentioned subject. As per revised timelines issued by the Establishment Division, the timelines for various activities related to preparation / completion of APARs from the Reporting Year 2024-25 onwards in respect of Group 'A', Group 'B' and Group 'C' officers/officials of CSS/CSSS/CSCS cadres, shall be as under:-

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 on record.	30 <sup>th</sup> November	

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 can be initiated and completed as per the revised time schedule. **The Nodal Officers are requested to ensure correct mapping of ORU, RO and RA at the time of generation of APARs of an officer, as after auto forwarding of APARs there would be no provision available for reversion of the APARs. The Nodal Officers are also requested to bring the above timelines for recording of APARs and auto forwarding of APARs to the next level, to the knowledge of all officials/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

Tel: 011-24624046

To: All Ministries /Departments (through DoP&T website)

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 revised time schedule mentioned above.

2. DS (CS-II) – in respect of CSSS/CSCS



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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 11<sup>th</sup> April, 2025.

**Corrigendum**

Subject: Revised 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.

In partial modification of this Division's O.M of even number dated 11.04.2025, on the subject mentioned above, 'Establishment Division' as indicated in line 2 & 3 of para 1 may be read as 'Pers-Policy Division'.

2. The other contents of the said O.M dated 11.04.2025 shall remain unchanged.

(Rajeev Nayan)

Under Secretary to the Govt. of India

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