

REMINDER**File No. 5/2020-CRCell**

Government of India

(भारत सरकार)

Ministry of Fisheries, Animal Husbandry and Dairying

(मत्स्यपालन, पशुपालन और डेयरी मंत्रालय)

Department of Animal Husbandry and Dairying

(पशुपालन और डेयरी विभाग)

Krishi Bhawan, New Delhi

Date: 27th June, 2025

OFFICE MEMORANDUM

Subject:- Strict adherence to the timelines for recording of APARs (Annual Performance Appraisal Reports) for the reporting Year 2024-25 in respect of officers of CSS/ CSSS/ CSCS/ISS/SSS and including DAHD (Technical & Veterinary doctors) cadres through SPARROW portal- reg.

The undersigned is directed to refer to DoP&Ts O.M. No. 22-9/2025-CS.I(APAR) dated 26.06.2025 regarding Strict adherence to the timelines for recording of APARs (Annual Performance Appraisal Reports) for the reporting Year 2024-25 in respect of officers of CSS/ CSSS/ CSCS/ISS/SSS and including DAHD (Technical & Veterinary doctors) cadres 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

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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

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

Khan Market, New Delhi-110003.

Dated the 26th June, 2025.

OFFICE MEMORANDUM

Subject: Strict adherence to the timelines for recording of Annual Performance Assessment 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, 11.04.2025 and 27.05.2025 and reminders dated 08.04.2025, 01.05.2025, 08.05.2025, 10.06.2025 and 19.06.2025 regarding timelines for recording of APAR for the reporting year 2024-25.

2. The APARs pending with the Officer Reported Upon have already been auto forwarded to the next level i.e. Reporting Officer on 01.06.2025 (at 00:00 Hrs.) as per the stipulated timelines. **The next deadline stipulated is 30.06.2025 for the Reporting Officers to make their assessment/entries. The APARs would be auto-forwarded to the next level on 01.07.2025.**

3. Nodal Officers for SPARROW of all the cadre units of CSS/CSSS/CSCS are once again requested to sensitize all the Reporting 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.

(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

