

**REMINDER**

File No. 5/2020-CRCeell  
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: 25th August, 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 19.08.2025 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  
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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

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

Khan Market, New Delhi-110003

Dated the 19th August, 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 OMs of even number dated 01.04.2025, 11.04.2025, 27.05.2025 and 30.06.2025 and reminders dated 08.04.2025, 01.05.2025, 08.05.2025, 10.06.2025, 19.06.2025, 26.06.2025, 09.07.2025, 23.07.2025 and 08.08.2025 regarding strict adherence to the timelines for recording of APAR for the reporting year 2024-25.

2. The APARs in respect of CSS and CSCS cadres pending with the Reporting Officers have already been auto forwarded to the next level i.e. Reviewing Authority on 16.07.2025 (at 00:00 Hr.) as per the stipulated timelines. The next deadline stipulated is 31.08.2025 for the Reviewing Authorities (in respect of CSS and CSCS cadres) and Reporting Officers (in respect of CSSS cadre) to make their assessment/ entries. The APARs would be auto-forwarded to the next stage on 01.09.2025.

3. The Nodal Officers for SPARROW of all the cadre units of CSS/CSSS/CSCS are once again requested to sensitize all the concerned officers posted in their Ministry/Department regarding these timelines and the mandatory auto forwarding of APARs to the next stage as per the prescribed timelines.

4. This may be accorded upmost PRIORITY.

(M. Kiran Kumar)

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

