

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

Dated. 3.09.2025

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 – Extension of timelines – reg.

The undersigned is directed to refer to DOPT OM No. 22-9/2025-CS.I (APAR) dated 01st September, 2025 on the above mentioned subject regarding giving one time relaxation of timelines from the level of Reviewing Authority/Officer for the Reporting year 2024-25 in respect of Group 'A', Group 'B' and Group 'C' officers of CSS/ CSSS/ CSCS through SPARROW portal (copy enclosed).

2. All the officers/officials including veterinary/technical staff of this Department covered in 'SPARROW' Portal are requested to take necessary action with reference to the extended timelines and also sensitize all the regular employees posted in subordinate/attached offices of this Department under their control.

Encl:- As above
Kashyap)

Digitally signed by
SURESH CHANDRA KASHYAP
Date: 03-09-2025 12:27:12
(S.C)

Deputy Secretary to the Govt. of India
01123382863

✉ sckashyap.05@gov.in

To :

1. All Authorities concerned and staff.
2. Sr. PPS to Secretary (AHD)
3. PS to all Joint Secretaries of this Department.
4. Deputy Secretary, Estt.-I (HQ), DAHD, Krishi Bhawan, New Delhi
5. Deputy Secretary, Estt. (LH), DAHD, Chanderlok Building, Janpath, New Delhi
6. Under Secretary, (AQCS), DAHD, Krishi Bhawan, New Delhi
7. Under Secretary, Estt.-IV (CDD), DAHD, Krishi Bhawan, New Delhi
8. Under Secretary, (NLM), DAHD, Chanderlok Building, Janpath, New Delhi
9. NIC, DAHD with request to upload the same on Department's website and

E-office portal

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 01st September, 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 – **Extension of timelines** – 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 on the above mentioned subject and to state that keeping in view of pendency of large number of APARs with Review Authority (for CSS/CSCS) & Reporting Authority (for CSSS), it has been decided with the approval of the Competent Authority, to grant one time relaxation of timelines from the level of RA/RO for the reporting year 2024-2025, as under :-

S. No.	Activity	Date by which the activity to be completed	Auto forward
1.	APAR to be completed by Reviewing/Reporting Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	15.09.2025	16.09.2025
2.	Disclosure to the Officer Reported Upon where	30.09.2025	

	there is no Accepting Authority		
3.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
4.	Forwarding of representation to the competent authority where there is no Accepting Authority for APAR	20.10.2025	
5.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	
6.	Communication of the decision of the competent authority on the representation by the APAR Cell	20 th November, 2025	
7.	End of the entire APAR process, after which the APAR will be finally taken on record.	30 th November, 2025	

2. Accordingly, all the Nodal Officers of all the cadre units of CSS/CSSS/CSCS for SPARROW are requested to take necessary action with reference to the extended timelines, as mentioned above, and also sensitize all the Officers posted in their Ministry/ Department in this regard.

(M. Kiran Kumar)

Under Secretary to the Govt. of India

Tel: 011-24629413

E-Mail: mkiran.kumar@nic.in

To:

All Ministries/Departments (through e-HRMS 2.0)

Copy to:

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

