

**TIME BOUND**

**File No. C-31011/1/2026-APAR Cell (39852)**

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: 4<sup>th</sup> February, 2026

**OFFICE MEMORANDUM**

**Subject: Creation & Generation of APARs of all officials of DAHD for the year 2025-26-reg.**

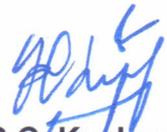
The undersigned is directed to say that the work of Creation & Generation of APARs of all officials/officers of DAHD Hqrs. & its all subordinate/attached offices for the year 2025-26 is under process and this Unit requires detail information viz. the name of Officer Reported Upon, Reporting Officer(s) and Reviewing Officer(s), period of APAR & leave period for the said purpose. This exercise is time bound and to be completed before 31<sup>st</sup> March, 2026 (in terms of DoP&T's guidelines).

2. In this regard, all Administrative Units of this Department are therefore, requested to furnish the required details/data in the proforma attached of all the officials/officers working under their administrative control including subordinate office, if any, so that creation/generation of the APARs of DAHD Officers could be completed within the stipulated time.

3. This may be treated as **Most Urgent** and attended on **TOP PRIORITY** basis **latest by 28.02.2026**.

4. This issues with the approval of CVO, DAHD.

**Encl. : As above**



**(S.C. Kashyap)**

Deputy Secretary to the Govt. of India

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**To :**

- (i) Deputy Secretary (Estt. Hqrs) DAHD, Krishi Bhawan, New Delhi.
- (ii) Deputy Secretary (LH) DAHD, Shastri Bhawan, New Delhi.
- (iii) Deputy Secretary (General & AQCS) DAHD, Krishi Bhawan, New Delhi.
- (iv) Deputy Secretary (C&DD) DAHD, Krishi Bhawan, New Delhi.
- (v) Deputy Secretary (NLM) DAHD, Krishi Bhawan, New Delhi.

P.T.O.

**Copy to:**

- (i) Sr. PPS to Secretary, AHD, Krishi Bhawan, New Delhi.
- (ii) Addl. Secretary (C&DD), Krishi Bhawan, New Delhi.
- (iii) Addl. Secretary (LH), Krishi Bhawan, New Delhi.
- (iv) Joint Secretary (Admn.), Krishi Bhawan, New Delhi.
- (v) Advisor (Statistic)/CVO, Chander Lok Building, New Delhi.
- (vi) NIC for uploading on the website of DAHD

**PROFORMA FOR ONLINE GENERATION OF APAR ON SPARROW FOR THE  
ASSESSMENT YEAR 2025-2026**

Please tick ( ✓ ) the cadre belongs to:

CSS	CSSS	CSCS	CSOLS	SSS	DAHD Grp A	DAHD Grp B	ISS	IES	Others-
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1.	Name of the officer & Designation	
2.	Email ID	
3.	Date of Birth	
4.	Date of continuous appointment to the present grade	
5.	Present Pay Level & Grade Pay	
6.	Period of absence from the duty (on training, leave etc.) during the year. If, he or she has undergone the training. (Name of the training programme)	
7.	Period of the assessment year	From:- ..... To:- .....
a.	Reporting officer	
b.	Reviewing officer	
8.	Accepting officer of the officer/official wherever applicable	
9.	Date of Joining in Govt. Services	
10.	Mobile & Phone Number	
11.	Date of filling the property return for year ending December	

**Signature**