

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 30th June, 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 OM of even number dated 01.04.2025, 11.04.2025 and 27.05.2025 and several reminders conveying timelines for recording of APAR for the reporting year 2024-25.

2.???It has come to the notice that a large numbers of APARs are still pending at the Reporting Officer level despite repeated reminders. The matter has been examined in this Department and it has been decided, by giving onetime relaxation, **to extend the timelines from the level of Reporting Officer and above level as under:**

S. No.	Activity	Date by which the activity to be completed	Auto forward
1.	Submission of APAR by Reporting Officer to Reviewing Officer	15.07.2025	16.07.2025
2.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or	31.08.2025	01.09.2025

	Accepting Authority, wherever provided		
3.	Disclosure to the Officer Reported Upon where there is no Accepting Authority	15.09.2025	
4.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
5.	Forwarding of representation to the competent authority where there is no Accepting Authority for APAR	06.10.2025	
6.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	
7.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November	
8.	End of the entire APAR process, after which the APAR will be finally taken on record.	30 th November	

3.???Therefore, all the Nodal Officers for SPARROW of all the cadre units of CSS/CSSS/CSCS are once again requested to take necessary action, if any, pending on behalf of Reporting Officer/Reviewing Officer by the extended timelines and also sensitize all the Officers posted in the respective Cadre Units regarding the timelines and the auto forwarding of APAR to the next level as per the prescribed timelines.

4.???Further, this Department has come to notice that, in certain instances, the APARs have been deleted by the Nodal Officer due to some reasons after the auto-forwarding of APARs from the Officer Reported Upon (ORU) level and the deleted APARs cannot be regenerated by the Nodal Officer. It is hereby stated that, with the implementation of the auto-forwarding of APARs, all the activities up to the Officer Reported Upon (ORU) level have been suspended by the system, effective from 01.06.2025. Consequently, there is no provision available in the SPARROW system to either pull back the auto-forwarded APARs or to regenerate any APARs that have been deleted after auto forwarding. In light of the above, it is essential for all concerned Nodal Officers to remain cautious while handling APARs to avoid any deletion or errors that cannot be rectified under the current system configuration.

(Rajeev Nayan)

Under Secretary to the Govt. of India

Tel: 011-24624046

E-Mail:- rajeev.nayan@nic.in

To: All Ministries/Departments (through e-HRMS 2.0)

Copy to:

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

