

No. A.50013/44/2025-Admn  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 8th April, 2025

**OFFICE MEMORANDUM**

**Subject:- Compliance of timelines for submission of Self Appraisal/  
Forwarding of APARs- reg**

The undersigned is directed to refer to DoPT O.M. no. No22-9/2025-CS.I (APAR) dated 01<sup>st</sup> April, 2025(copy enclosed) regarding timelines for submission of Annual Performance Appraisal Reports (APARs) by the Officer Reported Upon in respect of Group 'A', Group 'B' and Group 'C' officers of CSS/CSSS/CSCS for the period 2024-25.

2. In this regard, all the concerned officers are requested to strictly adhere to the timelines mentioned in the ibid O.M. regarding submission of Self Appraisal/Forwarding of APARs to next channel; failing which the SPARROW system would automatically forward the APARs to the next stage as per the prescribed timelimits.

Encl: As above.



(Raju)

Under Secretary to the Government of India  
Tel No. 23738126.

To,

1. To all the concerned Officers of the DoWR, RD & GR
2. For uploading on intranet.

No.22-9/2025-CS.I(APAR)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

2<sup>nd</sup> Floor, A-Wing, Lok Nayak Bhawan,

Khan Market, New Delhi-110003.

Dated the 1<sup>st</sup> April, 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 - reg.**

The undersigned is directed to refer to DoP&T's OM No.220II/2005-Estt.(A)(Pt.II) dated 23<sup>rd</sup> July, 2009 and other relevant circulars wherein instructions regarding timely preparation and recording of the APARs are mentioned. All Ministries/Departments participating in CSS/CSSS/CSCS cadres are, therefore, requested to strictly follow the timelines given in the **Annexure** for recording the online APARs for the reporting year 2024-25 in respect of Group 'A', 'B' and 'C' officers on SPARROW portal as prescribed vide DoP&T's O.M. under reference.

**2.??Further, it has now been decided to activate auto forwarding of APARs for the reporting year 2024-25 onwards.** Accordingly, the SPARROW system would automatically forward the APARs to the next stage as per the prescribed timelimits. In case of non-submission of self appraisal by Officer Reported Upon (ORU), assessment by Reporting Officer (RO) and review by Reviewing Authority (RA) within the time limit as mentioned in the **Annexure**, the APARs will automatically get forwarded to RO and then to RA and so on and the respective officers will not be able to record their self-appraisal/assessment/review for the period of the APAR under any circumstances, once the APAR is auto forwarded to the next level/stage.

3.??Therefore, the Nodal Officers for SPARROW of all the cadre units of CSS/CSSS/CSCS may take required urgent action for generation of APAR forms in a timely manner so that the APAR exercise for the reporting year 2024-25 can be initiated and completed as per the time schedule. **The Nodal Officers are also requested to bring the above facts and timelines, especially regarding the provision of auto forward to all the officers of CSS/CSSS/CSCS and their ROs and RAs for timely completion of the APARs.** The Nodal Officers are requested to ensure correct mapping of ORU, RO and RA at the time of generation of APARs of an officers as after auto forwarding of APARs, there would be no provision available for reversion of the APARs.

(Rajeev Nayan)

Under Secretary to the Govt. of India

Tel: 011-24624046

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To: All Ministries/Departments through e-HRMS 2.0

Copy for information to:

1. NIC, SPARROW (Helpdesk) : It is requested to ensure Auto forwarding of APARs for CSS/CSSS&CSCS cadre in SPARROW portal as per given time schedule mentioned in Annexure.
2. DS (CS-II) in r/o CSSS/CSCS

**Annexure**

| S. No. | Activity   | Date by which the activity to be completed |
|--------|--|--|
| 1..    | Distribution of blank APARs forms to all concerned | 31st March, 2025                           |



|     |   |   |
|-----|---|---|
| 2.  | Submission of Self Appraisal to the reporting officer   | 15th April, 2025  |
| 3.  | Forwarding of report by reporting officer to reviewing officer                                  | 30th June, 2025   |
| 4.  | Forwarding of report by Reviewing Officer to Administration/APAR cell                           | 31st July, 2025   |
| 5.  | Disclosure of APARs to the ORU  | 01st September, 2025  |
| 6.  | Receipt of representation, if any, on PAR   | 15 days from the date of receipt of communication           |
| 7.  | Forwarding of representation to the competent authority   | 21st September, 2025  |
| 8.  | Disposal of representation by the competent authority   | Within one month from the date of receipt of representation |
| 9.  | Communication of the decision of the competent authority on the representation by the APAR Cell | 15th November, 2025   |
| 10. | End of the entire APAR process, after which the APAR will be finally taken on record.           | 30th November, 2025   |

