

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

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 9th July, 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 OM of even number dated 01.04.2025, 11.04.2025, 27.05.2025 & 30.06.2025 and reminders dated 08.04.2025, 01.05.2025, 08.05.2025, 10.06.2025, 19.06.2025 & 26.06.2025 regarding timelines for recording of APAR for the reporting year 2024-25.

2.??The APARs pending with the Officer Reported Upon have already been auto forwarded to the next level i.e. Reporting Officer on 01.06.2025 (at 00:00 Hrs.) as per the stipulated timelines. **The next deadline stipulated is 15.07.2025 for the Reporting Officers to make their assessment/entries. The APARs would be auto-forwarded to the next level on 16.07.2025.**

3.??Nodal Officers for SPARROW of all the cadre units of CSS/CSSS/CSCS are once again requested to sensitize all the Reporting Officers posted in their Ministry/Department regarding the timelines and the auto forwarding of APAR to the next level as per the prescribed timelines.

4.??This may be accorded upmost PRIORITY.

(Rajeev Nayan)

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

Copy to:

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

