

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 23rd 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 and 30.06.2025 and reminders dated 08.04.2025, 01.05.2025, 08.05.2025, 10.06.2025, 19.06.2025, 26.06.2025 and 09.07.2025 regarding strict adherence to the timelines for recording of APARs for the reporting year 2024-25.

2.??The APARs in respect of Officers of CSS and CSCS cadres pending with the Reporting Officer have already been auto forwarded to the next level i.e. Reviewing Authority on 16.07.2025 (at 00:00 Hr.) as per the stipulated timelines. **The next deadline stipulated is 31.08.2025 for the Reviewing Authorities (in respect of CSS and CSCS cadre)/Reporting Officers (in respect of CSSS cadre) to make their assessment/ entries. The APARs would be auto-forwarded to the next stage on 01.09.2025.**

3.??The Nodal Officers for SPARROW of all the cadre units of CSS/CSSS/CSCS are once again requested to sensitize all the concerned officers posted in their Ministry/ Department regarding these timelines and the mandatory auto forwarding of APARs to the next stage as per the prescribed timelines.

4.??This may be accorded PRIORITY.

(Rajeev Nayan)

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To: All Ministries/Departments (through e-HRMS2.0)

Copy to:

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

