No.22/6/2026-CS.I(APAR)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

*****

503, Ground Floor, GPOA-3,

Netaji Nagar, New Delhi - 110023.

Dated the 03rd August, 2026.

OFFICE MEMORANDUM

Subject : Extension of timelines for Recording of Annual Performance Appraisal Report (APAR) for the reporting year 2025-26 in respect of the **officials of CSCS cadre** through SPARROW portal - reg.

The undersigned is directed to refer to this Department's OMs of even number dated 20.02.2026 and 13.05.2026 (regarding the revised timelines), followed by various reminders on the subject cited above.

2.??Due to some technical issues, the self-appraisals could not be submitted by the **officials of CSCS Cadre** within the timelines prescribed. The issues have been resolved now, and the accounts of **officials of CSCS cadre** can be accessed at **https://sparrow-cscs.dopt.gov.in.**

3.??With the approval of the Competent Authority, the timelines for various activities related to preparation / completion of APARs for the Reporting Year 2025-26 in respect of the **officials of CSCS cadres** have accordingly been extended as under :-

S. No.	Activity	Date by which the activity to be completed	Auto forward
1.	Distribution of blank APARs forms to all concerned	01st April, 2026	---
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon	15th August, 2026	16th August, 2026
3.	Submission of APAR by Reporting Officer to Reviewing Officer	10th September, 2026	11th September, 2026
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	05th October, 2026	06th October, 2026
5.	Appraisal by Accepting Authority, wherever provided#	---	---
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority (b) Disclosure to the Officer Reported Upon where there is Accepting Authority#	06th October, 2026 ---	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority (a) where there is no Accepting Authority for APAR	26th October, 2026 ---	

	(b) where there is Accepting Authority for APAR#	
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	20th December, 2026
11.	End of the entire APAR process, after which the APAR will be finally taken on record.	31st December, 2026

Note # : There is no Accepting Authority in CSCS cadre.

4.??All the Nodal Officers for SPARROW of all the cadre units of **CSCS cadre** are requested to take required urgent action for completion of APARs, so that the APAR exercise for the reporting year 2025-26 can be completed as per the revised timelines. The Nodal Officers are also requested to bring the above timelines for recording of APARs and auto forwarding of APARs to the next level, to the knowledge of all the **officials of CSCS cadre** and their ROs and RAs for timely completion of the APARs.

(M. Kiran Kumar)

Under Secretary to the Govt. of India

Tel: 011-26773442

To (through e-HRMS 2.0):

1. All the **officials of CSCS cadre**.
2. Nodal Officers of SPARROW for **cadre units of CSCS**.

Copy for information to:

1. SPARROW Help Desk – It is requested to ensure auto-forwarding of APARs of CSCS cadre in SPARROW portal as per revised timelines mentioned above.
2. Director (CS-II).

