Reminder-VIII

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

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

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503, Ground Floor, GPOA-3,

Netaji Nagar, New Delhi - 110023

Dated the 15th July, 2026

OFFICE MEMORANDUM

Subject: Timelines for Recording of Annual Performance Appraisal Report (APAR) for the reporting year 2025-26 in respect of the officers of CSS and CSSS cadres 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 (revised timelines) and subsequent reminders dated 06.03.2026, 23.03.2026, 30.03.2026, 10.04.2026, 29.04.2026, 11.05.2026 and 02.06.2026 on the above mentioned subject.

2. It is informed that the APARs pending with the Officer Reported Upon have already been auto forwarded to the next level i.e. Reporting Officer on 16.06.2026 (at 00:00 Hrs.) as per the stipulated timelines. The next deadline stipulated is 31.07.2026 for the Reporting Officers to make their assessment/entries in the APARs submitted by the Officer Reported Upon. Thereafter, the APARs would be auto-forwarded to the next level on 01.08.2026.

3. Nodal Officers for SPARROW of all the cadre units of CSS and CSSS are 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 as mentioned above.

(M. Kiran Kumar)

Under Secretary to the Govt. of India

Tel: 011-26773442

To (through e-HRMS 2.0):

All the CSS and CSSS Officers.

Nodal Officers of SPARROW for cadre units of CSS and CSSS

