Reminder-X

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 21st August, 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 (regarding the revised timelines), followed by subsequent reminders dated 06.03.2026, 23.03.2026, 30.03.2026, 10.04.2026, 29.04.2026, 11.05.2026, 02.06.2026, 15.07.2026 and 23.07.2026 on the subject cited above.

2.??It is informed that in terms of OM dated 13.05.2026 ibid, the APARs in respect of the officers/officials of CSS cadre pending with the Reviewing Authorities and the APARs in respect of the officers/officials of CSSS cadre pending with Reporting Officers shall be auto-forwarded to the next level i.e. CR Section on 01.09.2026 (at 00:00 Hrs).

3.??The Nodal Officers for SPARROW in all the cadre units of CSS and CSSS are requested to sensitize the Reviewing Authorities and the Reporting Officers under their respective Ministries/Departments regarding the prescribed timelines and the system-enabled auto-forwarding of

APARs to the next level, so as to ensure timely completion of the APAR process.

(M. Kiran Kumar)

Under Secretary to the Govt. of India

Tel: 011-26773442

To (through e-HRMS 2.0):

1. All the CSS/CSSS/CSCS Officers.
2. Nodal Officers of SPARROW for cadre units of CSS/CSSS

Copy for information to :-

1. CS.II Division, DOPT

