

No. A-28011/1/2022-P.I
Government of India
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan,
Prithvi Block, 1st Floor,
Jor Bagh Road,
New Delhi – 110003

Dated the 15th April, 2025

OFFICE MEMORANDUM

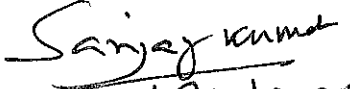
Subject:- Revision of timelines for preparation/ completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services and Group 'A', Group 'B' and Group 'C' officers of CSS/CSSS/CSCS.

The undersigned is directed to refer to the Department of Personnel and Training's (DoPT) OM No. 21011/10/25PP(A-II) dated 9th April, 2025 (copy enclosed), wherein, the time schedule for preparation and maintenance of Annual Performance Assessment Report (copy enclosed at **Annexure I**) has been revised in respect of Central Civil Services.

2. Further, CS.I (APAR) Division of DoPT vide O.M No. 22-9/2025-CS.I (APAR) dated 11th April, 2025 (copy enclosed at **Annexure II**), has conveyed the revised timelines for recording of APAR for the reporting year 2024-25 in respect of Group 'A', Group 'B' and Group 'C' officers of CSS/CSSS/CSCS through SPARROW Portal.

3. All officers of this Ministry and its Regional Offices, along with NAEB and CAQM are, therefore, requested to strictly adhere to the timelines mentioned in the aforesaid O.Ms. of DoPT.

Encl.:- As above


15/4/2025

(Sanjay Kumar)

Under Secretary to the Govt. of India

To

(i) All Officers/Officials in MoEF&CC and its Regional Offices including NAEB and CAQM (through E-office).

(ii) DS(IT), MoEFCC, with a request to get it published for all concerned.

(ii) DS(P.II) MoEFCC

Annexure-I

F. No. 21011/10/2025 PP(A-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

dated the 09th April, 2025

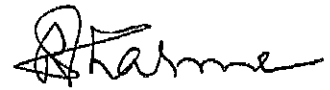
OFFICE MEMORANDUM

Subject: Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services

The undersigned is directed to invite reference to this Department's OM No.21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009 on the subject, "*Preparation and maintenance of Annual Performance Assessment Reports (APAR)*".

2. In partial modification of Annexure III of the abovementioned DoP&T OM dated 23.07.2009, the competent authority has approved revised time schedule for preparation / completion of Annual Performance Assessment Report (APAR). Accordingly, the revised time schedule, *i.e.*, Annexure III is annexed herewith.

3. These instructions will come into force from the Reporting Year 2024-25 onwards.



(Rajesh Sharma)

Under Secretary to the Government of India

All Ministries / Departments / Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC for uploading of DoP&T's website

Annexure-III**Time schedule for preparation/completion of Annual Performance Assessment Report
(Reporting Year- Financial Year)**

S. No.	Activity	Date by which to be completed	Auto Forward
1.	Distribution of blank APAR forms to all concerned (i.e., to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	01 st April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th May	16 th May
3.	Submission of APAR by Reporting Officer to Reviewing Officer	30 th June	01 st July
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31 st July	01 st August
5.	Appraisal by Accepting Authority, wherever provided	31 st August	01 st September
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	01 st September 15 th September	
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 (b) where there is Accepting Authority for APAR	21 st September 06 th October	
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	15 th November	
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November	

Annexure - II

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 11th April, 2025.

OFFICE MEMORANDUM

Subject: Revised timelines for Recording of Annual Performance Assessment Report (APAR) for the reporting year 2024-25 in respect of Group 'A', Group 'B' and Group 'C' officers of CSS/CSSS/CSCS through SPARROW portal – reg.

The undersigned is directed to refer to CS.I Division's O.M. of even number dated 01.04.2025 and O.M. No.21011/10/2025-PP(A.II) dated 09.04.2025 issued by the Establishment Division of this Department on the above mentioned subject. As per revised timelines issued by the Establishment Division, the timelines for various activities related to preparation / completion of APARs from the Reporting Year 2024-25 onwards in respect of Group 'A', Group 'B' and Group 'C' officers/officials of CSS/CSSS/CSCS cadres, shall be as under:-

S. No.	Activity	Date by which the activity to be completed	Auto forward
1.	Distribution of blank APARs forms to all concerned	01 st April	---
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon	15 th May	16 th May
3.	Submission of APAR by Reporting Officer to Reviewing Officer	30 th June	01 st July

4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31 st July	01 st August
5.	Appraisal by Accepting Authority, wherever provided	31 st August	01 st September
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	01 st September 15 th September	
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 (b) where there is Accepting Authority for APAR	21 st September 06 th October	
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	15 th November	
11.	End of the entire APAR process, after which the APAR will be finally taken on record.	30 th November	

3. All the Nodal Officers for SPARROW of all the cadre units of CSS/CSSS/CSCS are once again requested to take required urgent action for generation of APAR forms in a timely manner so that the APAR exercise for the reporting year 2024-25 can be initiated and completed as per the revised time schedule. **The Nodal Officers are requested to ensure correct mapping of ORU, RO and RA at the time of generation of APARs of an officer, as after auto forwarding of APARs there would be no provision available for reversion of the APARs. 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 officials/officers of CSS/CSSS/CSCS and their ROs and RAs for timely completion of the APARs.**

(Rajeev Nayan)

Under Secretary to the Govt. of India

Tel: 011-24624046

To: All Ministries /Departments (through DoP&T website)

Copy for information to:

1. NIC SPARROW (Helpdesk) – It is requested to ensure Auto forwarding of APARs for CSS/CSSS&CSCS cadre in SPARROW portal as per revised time schedule mentioned above.
2. DS (CS-II) – in respect of CSSS/CSCS

