

No. ADMIN-28011/1/2022-P-I (E-174442)
Government of India
Ministry of Environment, Forest & Climate Change

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

Dated the 19th August, 2025

OFFICE MEMORANDUM

Subject: Timely Completion of Annual Performance Appraisal Report (APAR).

The undersigned is directed to refer to above mentioned subject and to say that Annual Performance Assessment Report (APAR) is an important document as it provides the basic and vital inputs for assessing the performance of the Government servant and for assessing his suitability for his further advancement in his career on occasions like confirmation, promotion, selection for deputation, selection for foreign assignment etc. It is, therefore, essential that they are completed in a time bound manner so that up-to-date APARs are available at any given time.

2. SPARROW Portal for filing online APARs has already been implemented in this Ministry for all the officers/ officials except for MTS, Staff Car Driver and Canteen Staff. Despite this, there have been a few instances, where physical APARs have been submitted by officers/officials. Further, instances of not writing the APAR of the Subordinates; delay in writing the APAR in SPARROW portal or not appropriately entering the required remarks in the APAR etc. have also come to the notice.

3. In this context, it is stated that Department of Personnel and Training (DoPT) has prescribed timelines for the various stages of APAR writing which are to be adhered to at all levels (Copy enclosed).

4. In terms of instructions issued by DoPT, timely writing of APAR is a public duty. In case an officer does not write his APAR within prescribed time limit, it is to be treated as non-performing the public duty by the concerned officer and necessary action to be taken against the officer as per rules.

5. Further, submissions of physical APARs are in contravention of extant provisions on recording and completion of APAR online in SPARROW Portal. Recording remarks by the Reporting and Reviewing Officers in some physical APARs, has been viewed seriously.

6. It has been decided that no physical APARs will be accepted in respect of officers and officials for whom the online APAR process via the SPARROW Portal has already been implemented. It has also been decided that no Reporting/Reviewing Officer will record his/her remarks in the physical APARs and Concerned Officer(s) will be asked, if any such instance comes to notice.

7. The above mentioned instructions are brought to the notice of all concerned for strict compliance.

8. This issues with the approval of the Competent Authority.

Encl: As above.

Sanjay Kumar
19/08/2025
(Sanjay Kumar)

Under Secretary to the Government of India

Tel. No.: 011-20819194

To,

(i) All the Officers/ Officials in the Ministry.

(ii) Sr. Consultant (IT) with request to upload on the e-office notice board.

Copy for information to :

PSO to Secretary, EF& CC/ PPS to AS(NPG)/ PS to AS(VVY)/PS to AS(AG)/PS to JS(Admn.)

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	

F. No.11059/04/2025-AIS-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: 30th June, 2025

To,

The Chief Secretaries of States / UTs

Subject:- Extension of timelines for recording of PARs for the year 2024-25 in respect of AIS (IAS/IPS/IFS) officers by the Reporting / Reviewing / Accepting Authorities only - reg.

Sir / Madam,

I am directed to refer to DoPT's letter 16.05.2025 regarding extension of timelines for recording of PARs for the year 2024-25. In this regard, it has been decided with the approval of the Competent Authority to further extend the timelines for recording PAR for the year 2024-25 by 15 days, in relaxation of Rule 5(1) read with Schedule 2 of AIS (PAR) Rules and 7A so as to give sufficient time to each authority, as indicated below: -

Activity	Cut off dates		
	Existing	Revised by vide letter dated 16 th May, 2025	Further Revision
Self Appraisal for current year	31 st May, 2025	30 th June, 2025	15 th July, 2025
Appraisal by Reporting Authority	31 st July, 2025	31 st August, 2025	15 th September, 2025
Appraisal by Reviewing Authority	30 th September, 2025	31 st October, 2025	15 th November, 2025
Appraisal by Accepting Authority	31 st December, 2025	31 st December, 2025	31 st December, 2025

2. Notwithstanding anything contained herein, no remarks may be recorded after 31st December, 2025 in the PAR of AIS officers for the PAR year 2024-25, in accordance with the 2nd proviso of Rule 5(1) of AIS (PAR) Rules, 2007, as amended.

3. The aforesaid relaxation is accorded as a onetime measure only.


(Kavita Chauhan)

Under Secretary to the Government of India
Tel: 011-23093479

Copy for information and necessary action to :-

- (5) All Ministries /Departments of Government of India.
- (6) Ministry of Home Affairs, being Cadre Controlling Authority for IPS, North Block, New Delhi.
- (7) Ministry of Environment, Forest & Climate Change, being Cadre Controlling Authority for IFoS, Lodhi Road, Jor Bagh, New Delhi
- (8) The Under Secretary, EO(PR) Section, DOPT - for information and necessary action
- (5) NIC, DOPT - for uploading on DOPT's website