

Reminder-II**File No. C.31018/3/2021-Vigilance**

Government of India

(भारत सरकार)

Ministry of Fisheries, Animal Husbandry and Dairying

(मत्स्यपालन, पशुपालन और डेयरी मंत्रालय)

Department of Animal Husbandry and Dairying

(पशुपालन और डेयरी विभाग)

Krishi Bhawan, New Delhi

Dated the 25th March, 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, CSSS and CSCS cadres through SPARROW portal-reg

The undersigned is directed to enclose herewith DoP&T's OM No 22/6/2026-CS.I (APAR) dated 23rd March, 2026 regarding the Timelines for recording and auto forwarding of Annual Performance Appraisal Report (APAR) for the reporting year 2025-26 in respect of the officers of CSS, CSSS and CSCS cadres through SPARROW portal for information and necessary action please.

Encl: as above

Digitally signed by

SANJAY KUMAR

Date: 25-03-2026

18:18:29

(Sanjay Kumar)

Under Secretary to the Govt. of India

01123386099

sanjay.kmr70@nic.in

To:

1. PS to Hon'ble Minister (RRS), FAHD, Krishi Bhawan, New Delhi.
2. PS to Hon'ble MoS (Prof. SPSB), FAHD, Krishi Bhawan, New Delhi.
3. Sr. PPS to Secretary, AHD, Krishi Bhawan, New Delhi.

4. PPS to Addl. Secretary (VJ), AHD, Krishi Bhawan, New Delhi.
5. PPS to Addl. Secretary (RSS), AHD, Krishi Bhawan, New Delhi.
6. PPS to AHC, 2nd Floor, ChanderLok Building, Janpath, New Delhi.
7. PPS to Joint Secretary (NLM/SD), AHD, Krishi Bhawan, New Delhi.
8. Advisor/CVO, AHD, 2nd Floor, ChanderLok Building, Janpath, New Delhi.
9. NIC, DAHD with request to upload the same on Department's website and E-office portal.

No.22/6/2026-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 23rd March, 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, CSSS and CSCS cadres through SPARROW portal - reg.

The undersigned is directed to refer to this Department's OM of even number dated 20.02.2026 and subsequent reminder dated 06.03.2026 on the above mentioned subject. It is once again brought to the notice of all CSS/CSSS/CSCS officers that the APARs would be AUTO-FORWARDED to the next level even if action is not taken by the concerned Officer Reported Upon (ORU) or the Reporting Officer (RO) or the Reviewing Authority (RA) within the prescribed timelines. Therefore, all the Officers Reported Upon are requested to submit the self-appraisal within the stipulated timeline.

2.??All the Nodal Officers for SPARROW of all the cadre units of CSS, CSSS and 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 2025-26 is completed as per the prescribed timelines as mentioned in the Annexure of the OM dated 20.02.2026. The Nodal Officers are also requested to bring the above timelines for recording of APAR and auto forwarding of APAR to the next level, to all the officers of CSS, CSSS, CSCS cadres and their ROs and RAs for timely completion of the APARs.

(M. Kiran Kumar)

Under Secretary to the Govt. of India

Tel: 011-24629413

To (through e-HRMS 2.0):

All the CSS/CSSS/CSCS Officers.

Nodal Officers of SPARROW for cadre units of CSS/CSSS/CSCS.

Copy for information to : Director (CS.II), DOPT.

