

**भारतीय कृषि अनुसंधान परिषद**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

F.No.1-1/2026-CR Cell

Dated : 14<sup>th</sup> May, 2026

**OFFICE MEMORANDUM**

**Subject: Completion of Annual Performance Assessment Report (APAR) for the year 2025-26 of scientific cadre within the prescribed time schedule through SPARROW Module - regarding.**

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With reference to O.M. of even number dated 18.03.2026 on the above mentioned subject the timeline for completion of APARs on SPARROW Module are revised as under in view of the DoPT O.M. F.No.21011/09/2026-PP (A.II) dated 13.05.2026 (copy enclosed) :

S. No.	Activity	Date by which to be completed	Auto forward on (Date)
1.	Generation of APAR on SPARROW by Establishment Sections.	1 <sup>st</sup> April, 2026	-
2.	APAR filling/submission by scientific personnel	15 <sup>th</sup> June, 2026	16 <sup>th</sup> June, 2026
3.	Reporting of APAR by Reporting Officer	31 <sup>st</sup> July, 2026	01 <sup>st</sup> August, 2026
4.	Reviewing of APAR by Reviewing Officer	31 <sup>st</sup> August, 2026	1 <sup>st</sup> September, 2026
5.	Disclosure to the officer reported upon by the Custodian	1 <sup>st</sup> October, 2026	
6.	Representation (in case scientist is not satisfied with the comments/grading)	15 days from the date of disclosure of APAR to the officer	

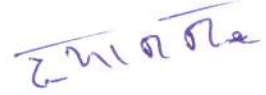
.....2/-

*(Handwritten Signature)*

-: 2 :-

**No physical APARs shall be accepted.** Further, no request for relaxation/extension of timelines for completion of APARs during 2025-26 shall be entertained under any circumstances. The APARs will be force forwarded to next stages after the above-mentioned dates.

For any technical Support, ICT Unit ICAR Hqrs. may be contacted.



**(Daya Nand Pandey)**  
Under Secretary (Pers.)

**To,**

1. The Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/ATARIs/Bureaux (through e-office notice board)
2. All DDGs and Independent ADGs, ICAR Hqrs.
3. ADG (ICT), ICAR HQ.
4. PPS to DG, ICAR/PSO to Secretary, ICAR.
5. Per-I/II/III Section ICAR HQ
6. All officers and sections at ICAR Hqrs., Krishi Bhawan, KAB-I, KAB-II and NASC through e-office notice board.
7. e-Office Notice Board.

F. No. 21011/09/2026-PP (A.II)  
Department of Personnel and Training  
(Personnel Policy A-II)

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Kartavya Bhawan-3  
New Delhi, Dated the 13<sup>th</sup> May, 2026

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for completion of Annual Performance Assessment Report (APAR) for the Reporting Year 2025-26 in respect of Central Civil Services - reg.**

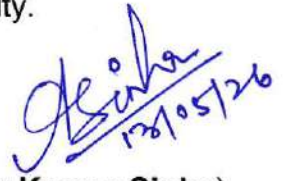
The undersigned is directed to refer to this Department's OM No. 21011/10/2025 PP (A.II) dated 09.04.2025 on the subject, "**Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services**" (copy enclosed).

2. It has been reported that difficulties are being faced by various officers in adhering to the timelines stipulated in the aforementioned OM in view of their active engagement in elections to State Legislatures held recently.

3. The matter has been considered in this Department and it has been decided, as a one-time measure, to **extend the timelines relating to APAR for the Reporting Year 2025-26 in respect of Central Civil Services**, in relaxation of OM No. 21011/10/2025-PP (A.II) dated 09.04.2025. Accordingly, the **revised timelines are attached herewith [vide Annexure]**.

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

Encl. As above

  
13/05/26

(Ajay Kumar Sinha)

Under Secretary to the Govt. of India  
Tele. No.: 011-24010434

To,

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

Copy to:

1. AIS Division, DoPT, Kartavya Bhawan-3, New Delhi
2. Training Division, DoPT, Old JNU, New Delhi
3. NIC, for uploading in DoPT website

**Annexure****Extended time schedule for completion of Annual Performance  
Assessment Report for the Reporting Year 2025-26.**

Sl. 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).	1 <sup>st</sup> April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 <sup>th</sup> June	16 <sup>th</sup> June
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	31 <sup>st</sup> July	01 <sup>st</sup> August
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided.	31 <sup>st</sup> August	01 <sup>st</sup> September
5.	Appraisal by Accepting Authority, wherever provided.	30 <sup>th</sup> September	01 <sup>st</sup> October
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority.	01 <sup>st</sup> October	
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority.	15 <sup>th</sup> October	
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.	21 <sup>st</sup> October	
	b. where there is Accepting Authority for APAR.	06 <sup>th</sup> November	
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 <sup>th</sup> December	
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 <sup>st</sup> December	

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

dated the 09<sup>th</sup> 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>i.e.</i> , 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 <sup>st</sup> April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 <sup>th</sup> May	16 <sup>th</sup> May
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	30 <sup>th</sup> June	01 <sup>st</sup> 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 <sup>st</sup> July	01 <sup>st</sup> August
5.	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August	01 <sup>st</sup> September
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority	01 <sup>st</sup> September	
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority	15 <sup>th</sup> 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	21 <sup>st</sup> September	
	(b) where there is Accepting Authority for APAR	06 <sup>th</sup> 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 <sup>th</sup> November	
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November	