

F. No. 71-48/2025/APAR-STG-III  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(Personnel Wing)

APAR Section, MZ-1, Sanchar Bhawan  
20, Ashoka Road, New Delhi-01  
Date:15.04.2025

**OFFICE MEMORANDUM**

Subject: Circulation of DoP&T OM No. 21011/10/2025 PP(A-II) dated 09.04.2025- regarding Revision of timelines for preparation/ Completion of Annual performance Assessment Report (APAR) in respect of Central Civil Services.

The undersigned is directed to circulate the above mentioned DoP&T OM to all concerned for information and strict compliance.

Digitally signed by  
Hitesh

Date: 15-04-2025  
15:42:36

(Hitesh)  
ADG (STG-III)

Enclosure: As Above

To,

1. All ITS Group 'A' and TES Group 'B' (AD/SDE/JTO)- For necessary action.
2. All Nodal officers of SPARROW - For ensuring 100 percent filling of APARs on SPARROW portal.

**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  (b) Disclosure to the Officer Reported Upon where there is Accepting Authority	01 <sup>st</sup> September  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  (b) where there is Accepting Authority for APAR	21 <sup>st</sup> September  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	