



संख्या/ No. A.13011/1(APAR-eSPARROW)/2026-Ad.II.२/१२
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय / Directorate of Coordination
पुलिस बेतार / Police Wireless



खण्ड सं 9, के.स.का. परिसर/ Block No.9, C.G.O. Complex,
लोधीरोड, नईदिल्ली-३/ Lodhi Road, New Delhi-3
दिनांक/ Dated : 05th June, 2026

Office Memorandum

Subject: Timely Completion of Annual Performance Assessment Reports (APAR) for the Financial Year 2025-26 through e-SPARROW portal of DCPW – Reg.

The undersigned is directed to convey that with effect from the Financial Year 2025-26, the Annual Performance Assessment Reports (APAR) of all officers/officials of this Directorate shall be filled on e-SPARROW portal (<https://sparrow.dcpw.gov.in>).

2. Accordingly, attention of all Officers/Officials is hereby invited to the instructions contained in DoPT O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009 r/w the DoPT OM No. 21011/10/2025 PP(A-II) dated 09.04.2025 and DoPT OM No. F. No. 21011/09/2026-PP(A.II) dated 13.05.2026 regarding the timely completion of APAR through the e-SPARROW portal of DCPW for the period from 01.04.2025 to 31.03.2026 within the extended time schedule as per the DoPT guidelines as below:

| Sl. No. | Activity | Date by which to be completed | Auto Forward |
|---------|---|--|--------------|
| 1. | Submission of self-appraisal to Reporting Officer by Officer Reported upon (where applicable) | 15.06.2026 | 16.06.2026 |
| 2. | Submission of APAR by Reporting Officer to Reviewing Officer | 31.07.2026 | 01.08.2026 |
| 3. | APAR to be completed by Reviewing Officer and to be sent to APAR Cell / Accepting Authority (wherever provided) | 31.08.2026 | 01.09.2026 |
| 4. | (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. | (a) 01.10.2026 (b) 15.10.2026 | |
| 5. | Submission of representation, if any, on APAR by Officer reported upon. | 15 days from the date of disclosure of APAR | |
| 6. | Forwarding of representations to the competent authority. (a) Where there is no accepting authority for APAR. (b) Where there is accepting authority for APAR. | (a) 21.10.2026 (b) 06.10.2026 | |
| 7. | Disposal of representation by the competent authority. | Within one month from the date of receipt of representation. | |
| 8. | Communication of the decision of the competent authority on the representation by the APAR cell. | 15.12.2026 | |
| 9. | End of entire APAR process, after which the APAR will be finally taken on record. | 31.12.2026 | |

3. Further, as per the guidelines prescribed in the aforesaid DoPT O.M. dated 16.02.2009, the following provisions are reiterated for strict compliance:

- **Recording of entries within prescribed time limits:** Where the officer reported upon fails to submit his self-appraisal within the prescribed time, the reporting authority shall record remarks without self-appraisal. A certificate to the effect that self-appraisal was not submitted by the officer reported upon within the prescribed time, shall be placed along with the report by the Custodian.
- If the Reporting Officer does not initiate any APAR within the prescribed time, he/she shall forfeit the right to record any remarks. All pending APARs will be auto forwarded to the Reviewing Officer on the next working day.
- Similarly, if the Reviewing Officer fails to record remarks within the prescribed time, he/she shall forfeit the right to enter any remarks. All pending APARs will be auto forwarded to the Custodian/Accepting Authority on the next working day.
- The section responsible for maintaining APARs shall forward the APARs for self-appraisal along with a schedule of dates and shall bring to the notice of the Head of Organization, by October, the names of Officers who have failed to initiate/review APARs within the prescribed timeline.
- The Secretary in the Department/Head of the Organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.
- If APAR remarks are missing due to forfeiture by the Reporting/Reviewing Officer(s), a certificate to this effect shall be added to the APAR. In cases where both the Reporting and Reviewing Officers forfeit their rights, the APAR dossier will consist solely of the self-appraisal submitted by the Officer concerned.

4. All Officers/Officials posted at Headquarters, Polnet Hub, CPRTI, RPWTIs and ISPW Stations are requested to **strictly adhere** to the above guidelines and ensure **timely completion** of the APAR process. If there is any query/issue, officers/officials may contact JAD(A), Admn.-II Section / AD(A), Admn. Section for necessary guidance.

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


(Ramkesh Meena)
Assistant Director (Admn.)

Copy To:

1. PS to Director, DCPW.
2. PA to Additional Director (I) / PA to Additional Director (II).
3. All Joint Directors / Deputy Directors, DCPW.
4. All Sections/Station I/Cs at Hqrs. CPRTI, Polnet Hub, ISPW Stations/RPWTIs.
5. AD (IT): For Uploading on the DCPW Website Please.
6. File.

IN LIEU OF MESSAGE FORM

To : ALL JOINT ASSTT. DIRECTORS/ STATION(S) IN-CHARGES ALL ISPW STATIONS

INFO : DEPUTY DIRECTOR (COMM.), DCPW HQRS. NEW DELHI

FROM : ASSISTANT DIRECTOR (ADMN.), DCPW HQRS. NEW DELHI

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A.13011/1(APAR-eSPARROW)/2026-AD.II

DATE: 05.06.2026

UNCLASS

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SUB: **APAR FOR THE YEAR 2025-26 (.)**

JAD/ STATION IN-CHARGES TO SENSITIZE THE STAFF WORKING UNDER THEM THAT FROM THE FINANCIAL YEAR 2025-26 (**PERIOD 01.04.2025 TO 31.03.2026**), THE APAR OF ALL OFFICERS/OFFICIALS WILL BE FILLED ON **E-SPARROW PORTAL (HTTPS://SPARROW.DCPW.GOV.IN)** (.) REPORTING WILL BE MADE IF ANY OFFICIAL HAS WORKED UNDER THE REPORTING OFFICER FOR NOT LESS THAN 90 DAYS(.) WHERE THERE IS NO ELIGIBLE REPORTING OFFICER, THE APAR ALONG WITH THE PEN PICTURE OF THE INDIVIDUAL SHOULD BE FORWARDED TO NEXT RESPECTIVE REPORTING OFFICER AS PER THE FOLLOWING TIME SCHEDULE FOR PREPARATION OF APAR FOR THE YEAR 2025-26 (.)

| SL. NO. | ACTIVITY | DATE BY WHICH TO BE COMPLETED | AUTO FORWARD |
|---------|--|---|--------------|
| 1. | SUBMISSION OF SELF-APPRAISAL TO REPORTING OFFICER BY OFFICER REPORTED UPON (WHERE APPLICABLE) | 15.06.2026 | 16.06.2026 |
| 2. | SUBMISSION OF APAR BY REPORTING OFFICER TO REVIEWING OFFICER | 31.07.2026 | 01.08.2026 |
| 3. | APAR TO BE COMPLETED BY REVIEWING OFFICER AND TO BE SENT TO APAR CELL / ACCEPTING AUTHORITY (WHEREVER PROVIDED) | 31.08.2026 | 01.09.2026 |
| 4. | (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. | (A) 01.10.2026 (B) 15.10.2026 | |
| 5. | SUBMISSION OF REPRESENTATION, IF ANY, ON APAR BY OFFICER REPORTED UPON. | 15 DAYS FROM THE DATE OF DISCLOSURE OF APAR | |
| 6. | FORWARDING OF REPRESENTATIONS TO THE COMPETENT AUTHORITY. (A) WHERE THERE IS NO ACCEPTING AUTHORITY FOR APAR. (B) WHERE THERE IS ACCEPTING AUTHORITY FOR APAR. | (A) 21.10.2026 (B) 06.10.2026 | |



| | | |
|----|--|--|
| 7. | DISPOSAL OF REPRESENTATION BY THE COMPETENT AUTHORITY. | WITHIN ONE MONTH FROM THE DATE OF RECEIPT OF REPRESENTATION. |
| 8. | COMMUNICATION OF THE DECISION OF THE COMPETENT AUTHORITY ON THE REPRESENTATION BY THE APAR CELL. | 15.12.2026 |
| 9. | END OF ENTIRE APAR PROCESS, AFTER WHICH THE APAR WILL BE FINALLY TAKEN ON RECORD. | 31.12.2026 |

TIME SCHEDULE TO BE STRICTLY ADHERED TO = = =


 (RAMKESH MEENA)
 ASSISTANT DIRECTOR (ADMN.)

NOT TO BE TRANSMITTED:

COPY TO:

1. PS TO DIRECTOR, DCPW.
2. PA TO ADDITIONAL DIRECTOR (I) / PA TO ADDITIONAL DIRECTOR (II).
3. ALL JOINT DIRECTORS / DEPUTY DIRECTORS, DCPW.
4. ALL SECTIONS/STATION I/Cs AT HQRS. CPRTI, POLNET HUB, ISPW STATIONS/RPWTIs.
5. AD (IT): FOR UPLOADING ON THE DCPW WEBSITE PLEASE.
6. FILE.

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

Kartavya Bhawan-3
New Delhi, Dated the 13th 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



(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 st April | - |
| 2. | Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable) | 15 th June | 16 th June |
| 3. | Submission of APAR by Reporting Officer to Reviewing Officer. | 31 st July | 01 st 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 st August | 01 st September |
| 5. | Appraisal by Accepting Authority, wherever provided. | 30 th September | 01 st October |
| 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 October 15 th 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. b. where there is Accepting Authority for APAR. | 21 st October 06 th 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 th December | |
| 11. | End of entire APAR process, after which the APAR will be finally taken on record. | 31 st December | |

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