

F. No. 25-4/2013-SPG (Vol II)

Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi – 110 001
Dated: 09/03/2026

OFFICE MEMORANDUM

Subject: Online submission of Annual Performance Appraisal Reports (APARs) for the year 2025-26 for all Group 'A' Officers of Department of Posts - regarding.

The Annual Performance Appraisal Report (APAR) is an important document as it provides the basic and vital inputs for assessing the performance of an officer and for his/her further promotions/career advancements. It is, therefore, essential that APARs are completed in a time bound manner so that up-to-date APARs are available by due date.

2. It has been observed that there are instances where confirmation, regular promotion, appointment to sensitive posts, deputation etc., could not be considered in time due to non-availability of APARs for the relevant period. Therefore, the process of recording of APAR of IPoS Group 'A' and MMS Group 'A' officers through SPARROW portal, wherever applicable, following procedure which has been prescribed, is reiterated to be followed by all concerned: -

(i) In SPARROW portal, e-APAR work flow is created by the Custodian based on basic employee information received from the Officer Reported Upon in prescribed format i.e. Annexure-I.

(ii) Any delay/mistake in furnishing basic employee information by the Officer Reported Upon will be his own responsibility. The Officer Reported Upon must furnish information in Annexure-I, period/part wise, well in time with due care. The officer himself will be responsible for correctness of details provided. Wherever necessary, following documents will be appended to the Annexure -I.

a. Copy of relieving order from the previous charge and copy of joining report in the current charge for which the APAR is being written.

b. In case where option 'NRC' is chosen by the Officer Reported Upon, the ground for NRC should be clearly specified by the Officer Reported Upon i.e. multiple reporting officers, period of service under a Reporting Officer less than three months, availing of Earned Leave/Maternity Leave/Child Care Leave/Study Leave for more than 15 days.

c. Leave Orders

d. Training Orders.

e. In case Officer Reported Upon is on deputation, the name of Department/Organization, designation be clearly mentioned in the Annexure-I along with copy of order and joining report to the post on deputation. This is relevant only for the organization where SPARROW has been implemented and the officers of the organizations are on SPARROW.

(iii) A time schedule for various stages in writing of APAR has been prescribed in DoPT O.M. No. 21011/10/2025 PP (A-II) dated 09.04.2025. This is the responsibility of the Officer Reported Upon to get the APAR initiated from the concerned Custodian, as and when required, by submitting the details as per Annexure-I. The Officer Reported Upon will submit self-appraisal within stipulated time-schedule. If the Officer Reported Upon fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated date, the Reporting Officer should proceed to write the report on the basis of his own experience of the work and conduct of the Officer Reported Upon. While doing so, he will also point out the failure of the Officer Reported Upon to submit his self-appraisal within the stipulated time. For changes in the time schedule, all officers will continue to check DoP&T website.

(iv) DoP&T vide letter no. 21011/10/2025 PP(A-II) dated 09.04.2025, has implemented the Auto Forwarding of APAR form one stage to next stage in SPARROW.

(v) Reporting Officer and Reviewing Officer are required to complete the APAR as per the time schedule prescribed. In case the APAR is not initiated by the Reporting Officer and Reviewing for any reason within stipulated date, they shall forfeit their right to enter any remarks in the APAR of the Officer to be Reported Upon and the APAR shall be auto forwarded to the next stage.

(vi) In case the remarks of the Reporting Officer or Reviewing Officer have not been entered in the APAR due to the concerned officer forfeiting his right to make any entry, a certificate to this effect shall be added in his APAR for the relevant period. In case both the Reporting Officer and Reviewing Officer have forfeited their rights to enter any remarks, the APAR format with the self-appraisal given by the Officer to be Reported Upon will be placed in his APAR dossier. The case will be

proceeded for NRC. Action will also be initiated regarding failure of writing/reviewing APAR on part of Reporting/Reviewing Officer. If it is found that Reporting/Reviewing officer despite lapse of period for his comment, has given comment it would be viewed seriously.

(vii) Whenever there is a gap in the APAR during a particular reporting period due to the reasons given below, it shall be the responsibility of the Concerned Custodian (Central/State) to generate No Report Certificate (NRC) indicating the reason(s): -

- a. Officer Reported Upon has not worked for minimum three months under a Reporting Officer;
- b. Officer on Leave/Training during the period;
- c. Officer was on unauthorized absence;
- d. Officer under suspension;

(viii) If APAR could not be initiated/written due to the reason other than those mentioned in para 2 (vii), it will be the responsibility of CS to Member (P) to examine the cases in detail and take necessary action with the approval of Member (Personnel).

3. Timely writing of APAR is a public duty. Any instances of delay/failure to perform this public duty as per time schedule shall be brought to the notice of the Cadre Controlling Authority for necessary action. The officer concerned shall be personally responsible for the outcome. Hence, time schedule for recording and completion of APAR at all stages should be strictly adhered to by all concerned.

4. Whenever Officer Reported Upon/Reporting Officer is transferred and period of reporting is three months or more, it will be the responsibility of Officer Reporting Upon to submit the details as per Annexure-I to the Custodian for generation of APAR within five days in a manner that it is received by Custodian next day. Custodian will ensure that the APAR is initiated within two days and sent to Officer Reported Upon for submission of self-appraisal. The Reporting Officer will ensure that APAR is written well in time and forwarded to Reviewing Officer, who will act as per instructions of DoP&T on the matter. The entire process will be completed within one month of time of transfer. These timelines are indicative to ensure immediate writing of APAR on transfer of Reporting Officer/Officer Reported Upon.

5. It is requested to bring this to the notice of all concerned for strict compliance of the above instructions/guidelines to ensure that APARs are completed in time bound manner. The APAR of all the IPoS Group 'A' officers and MMS Group 'A' officer

will be initiated in SPARROW Portal for the assessment year 2025-26 with exceptions given in para 6.

6. The APAR of the IPoS Group 'A' and MMS Group 'A' officers who are on deputation to an organization where SPARROW is not available such as State Govt./PSUs/IPPB etc., will continue to be written in manual format. The Confidential Section of Postal Directorate will forward the APAR form to concerned officer in physical format. It will be the responsibility of the Officer Reported Upon to keep watch on obtaining APAR form from Confidential Section well in time. The forms can also be downloaded from the official website of Department of Posts.

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

Encl. – As Above


(Kaushik Banerjee)
Assistant Director General (SPG)

Copy to:

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services.
2. PPS/ PS to all Members, Postal Service Board.
3. Sr. Deputy Director General (Vigilance) & CVO / Chief General Manager, Parcel & CCS Directorate / PLI Directorate.
4. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad.
5. All Chief Postmasters General/Postmasters General.
6. Addl. DG, APS C/o 56 APO.
7. Secretary, Postal Services Board/ All Deputy Directors General.
8. GM (CEPT), Mysore, with a request to upload the order in India Post Website.
9. All GMs/Directors, Parcel & CCS Directorate / PLI Directorate.
- 10.All Assistant Directors General (ADsG), Postal Directorate/ AGMs, Parcel & CCS Directorate / PLI Directorate.
- 11.CS to Member (P).

Details to be provided by IPoS Group 'A' and MMS Group 'A' officers to their respective Custodians for generation of APAR (alongwith relevant documents such as transfer/posting, EOL/Study Leave, retirement etc. order, if any)

*Please submit the details of each part in separate form

- A. Report for the Year:
- B. Period of Report (From & To in DD/MM/YYYY);
- C. APAR Part No. (If "Period of Report" is less than a year and more than one APAR is required due to transfer/retirement etc.)

1.	Name of the officer	
2.	Date of Birth (DD/MM/YYYY)	
3.	Employee ID	
4.	Basic Pay	
5.	Date of continuous appointment to present Grade	Date
		Grade
		Regular/NFU
6.	Date of continuous appointment to present Post	Date
		Designation during period concerned
7.	Reporting Officer during the period of Report	Is Reporting Officer part of SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
8.	Reviewing Officer during the period of Report	Is Reviewing Officer part of SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
9.	Accepting Authority during the period of Report (If any)	Is Accepting Authority part of SPARROW system of GOI (Yes/No)
		Name
		Batch (Allotment Year)
		Service
		Cadre
		Designation
		Employee Code

10.	Date of Submission of Annual Immovable Property Returns				
11.	Period of absence from duty (on training, leave etc.) during the year. If he/she has undergone any training, please specify complete details or NIC, as the case may be.				
	Absence Category	Period From	Period To	Type/Nature	Remarks

In case there are multiple periods of reporting and review during the year, details of each reporting/reviewing officer with period thereof may be provided.

Self-Certification: It is certified that the information provided above is true and correct to the best of my knowledge.

Date:

Place:

Signature:

Name of the officer:

Designation:

Office Contact No./Mobile:

Email ID: