

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: /08/2026

To
All Chief Postmasters General

Subject: Generation of APARs of Chief Postmasters General (CPMGs) in SPARROW – reg.

Sir/Madam,

I am directed to refer to the subject cited above and to convey the following instructions for ensuring timely generation and completion of APARs of Chief Postmasters General (CPMGs) under the existing framework:

(i) The STATE Custodian of the Circle where the CPMG is posted as on 31st March shall generate the APAR for the entire Reporting Year (only CPMG period), including any broken period pertaining to other Circle, after obtaining the requisite information from the officer reported upon and, wherever necessary, from the Circles concerned.

(ii) In cases where the Officer Reported Upon proceeds on deputation, or where the Reporting Authority of the CPMG changes during the reporting year due to retirement, promotion, transfer or any other reason, the STATE Custodian of the Circle where the CPMG is presently posted shall ensure generation of the APAR with the appropriate Reporting and Reviewing Authorities mapped for the respective periods covering all Circles concerned (including the current Circle) in a year where the officer (CPMG) was posted/has been working.

(iii) The STATE Custodian of each Circle shall also ensure timely generation of APARs of all the officers (including CPMG) in accordance with the Postal Directorate's O.M. of even number dated 09.03.2026.

(iv) In case of any technical or procedural issue relating to generation of APARs, the STATE Custodian may contact the Central Custodian, i.e., CS to Member (Personnel), for necessary guidance.

(v) The Central Custodian [CS to Member (Personnel)] shall monitor and ensure timely generation of APARs by all Circles.

(vi) These instructions shall be followed meticulously by all concerned to ensure timely completion of the APAR process.

2. This issues with the approval of the Secretary (Posts).

Your sincerely,

(Kaushik Banerjee)
Assistant Director General (SPG)

Copy to:

1. GM (CEPT), Mysuru - with a request to upload the order in India Post Website.
2. APMG/AD (Staff)/STATE Custodian of APAR in all Circles for necessary action.
3. CS to Member (P) for information and necessary action.
4. Guard File.

(Ajay Kumar)
Assistant Director (SPG-I)