



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

No. (Admn.)2-3/2022-CR(A)&RTI

Dated : 15<sup>th</sup> May, 2026

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for completion of APARs for the year 2025-26 in respect of Administrative, Technical and MTS cadres through SPARROW**

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In continuation of the Council's Circular of even number dated 16.03.2026 regarding completion of APARs for the reporting year 2025-26 through SPARROW in respect of Administrative, Technical and MTS cadres under ICAR and in pursuance of DoP&T O.M. No. F. No. 21011/09/2026-PP(A-II) dated 13.05.2026, the timelines for completion of APARs for the reporting year 2025-26 have been extended as a one-time measure.

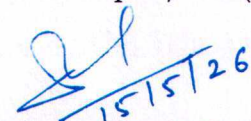
Accordingly, with the approval of the Competent Authority, the revised timelines for completion of APARs through SPARROW are as under:

S. No.	Activity	Date by which to be completed	Auto Forward on
1.	Generation of PAR on SPARROW by Establishment sections.	1 <sup>st</sup> April, 2026	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon	15 <sup>th</sup> June, 2026	16 <sup>th</sup> June, 2026
3.	Submission of APAR by Reporting officer to the Reviewing Officer	31 <sup>st</sup> July, 2026	01 <sup>st</sup> August, 2026
4.	APAR to be completed by the Reviewing Officer	31 <sup>st</sup> August, 2026	01 <sup>st</sup> September, 2026
5.	Disclosure to the officer reported upon by Custodian	1 <sup>st</sup> October	
6.	Representation by the officer, if any, on APAR.	15 days from the date of disclosure of APAR to the officer	

All concerned officers/officials are requested to adhere strictly to the revised timelines. Custodians and Nodal Officers are also requested to ensure timely completion of all actions in the SPARROW system.

The PARs will be force-forwarded to the next stage on the above-mentioned dates. No physical APARs shall be accepted.

For any technical support in SPARROW, ICT Unit, ICAR Hqrs / CR(A) & RTI Cell, ICAR Hqrs. may be contacted.



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**To,**

1. The Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/ATARIs/Bureaux (through e-Office notice board)
2. ADG (ICT), ICAR HQ
3. All officers at ICAR Hqrs., Krishi Bhawan, KAB-I, KAB-II and NASC through eOffice Notice board.
4. E-Office Notice Board. (This document may be downloaded from e-office as per the need as it is not being distributed separately)