



भारतअनुषु - भारतीय मसाला फसल अनुसंधान संस्थान

ICAR - INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद- Indian Council of Agricultural Research)

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F. No. 1-9(95)2017-Estt. (Vol.VII)

Dated: 07.04.2026

CIRCULAR

Pursuance to ICAR Circular F. No. (Admn.) 2-3/2022-CR(A)&RTI dated 16.03.2026 regarding completion of APAR for Administrative, Technical and Multi-Tasking Staff, and Circular F. No. 1-1/2026-CR Cell dated 18.03.2026 regarding APAR of Scientific cadres are generated on PAR and forwarded to the concerned Officials.

As per the time line prescribed by DoPT and communicated by Council, the Self-Appraisal by the officials is to be completed and the APAR to be forwarded to the Reporting Officer by 15.05.2026.

Hence, all the Scientific, Technical, Administrative and Multi-Tasking Staffs are requested to strictly adhere to above instructions of Council and submit APAR for the year 2025-2026 to the Reporting Officer by 15.05.2026. It may be noted that the PARs will be force forwarded to the reporting officer on 16-05-2026.

Head of Office

Distribution:

1. The Project Coordinator (AICRP on Spices), ICAR-IISR, Kozhikode
2. All Heads of Division, ICAR-IISR, Kozhikode
3. The SIC-PME, ICAR-IISR, Kozhikode
4. The Principal Scientist & Head-KVK, Peruvannamuzhi
5. The Senior Scientist & Head In Charge, ICAR-IISR, Regional Station, Appangala
6. The SIC (Farm) Chelavoor/Peruvannamuzhi
7. The Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
8. The Drawing and Disbursing Officer, ICAR-IISR, Kozhikode/ IISR, R.S- Appangala
9. The Assistant Administrative Officer (Estt./ Works/Stores), ICAR-IISR, Kozhikode
10. The PS to Director, ICAR-IISR, Kozhikode
11. Intranet/ Arisoft

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

F.No.1-1/2026-CR Cell

Dated : 18th March, 2026

OFFICE MEMORANDUM

Subject: Completion of Annual Performance Assessment Report (APAR) for the year 2025-26 of scientific cadre within the prescribed time schedule through SPARROW Module - regarding.

The Council implemented online submission/reporting/reviewing/disclosure/maintenance of Annual Performance Assessment Reports (APARs) of the Scientific personnel at the SPARROW Platform from the year 2022-2023.

During the previous years, the timelines for different activities linked with online APARs system of scientific personnel were extended on many occasions with the approval of competent authority, keeping in view technical glitches being faced in the initial years of the development of the software.

Since the SPARROW platform is now fully operational, the timelines linked with the various activities of APAR, as detailed below, may be strictly adhered to :

S. No.	Activity	Date by which to be completed	Auto forward on (Date)
1.	Generation of APAR on SPARROW by Establishment Sections.	1 st April, 2026	-
2.	APAR filling/submission by scientific personnel	15 th May, 2026	16 th May, 2026
3.	Reporting of APAR by Reporting Officer	30 th June, 2026	1 st July, 2026
4.	Reviewing of APAR by Reviewing Officer	31 st July, 2026	1 st August, 2026
5.	Disclosure to the officer reported upon by the Custodian	1 st September, 2026	
6.	Representation (in case scientist is not satisfied with the comments/grading)	15 days from the date of disclosure of APAR to the officer	

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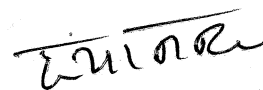
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No physical APARs shall be accepted. Further, no request for relaxation/extension of timelines for completion of APARs during 2025-26 shall be entertained under any circumstances. The APARs will be force forwarded to next stages after the above-mentioned dates.

In case of scientists transferred from one institute to another Institute during the period under report, the APAR(s) for the respective periods pertaining to respective Institute(s) shall be generated by the Institute where he/she is currently posted. Necessary details of Reporting Officers and Reviewing Officers of the concerned scientist for period under previous Institute(s) may be taken from this/her previous Institute(s) for generation of APARs.

All above actions may be taken immediately so that APARs are generated by 31st March 2026.

For any technical Support, ICT Unit ICAR Hqrs. may be contacted.



(Daya Nand Pandey)
Under Secretary (Pers.)

To,

1. The Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/ATARIs/Bureaux (through e-office notice board) **with the request to ensure generation of APARs by 31st March, 2026.**
2. All DDGs and Independent ADGs, ICAR Hqrs.
3. ADG (ICT), ICAR HQ.
4. PPS to DG, ICAR/PSO to Secretary, ICAR.
5. Per-I/II/III Section ICAR HQ **with the request to ensure generation of APARs by 31st March, 2026 in r/o Scientific Staff of ICAR Hqrs. and RMPs.**
6. All officers and sections at ICAR Hqrs., Krishi Bhawan, KAB-I, KAB-II and NASC through e-office notice board.
7. e-Office Notice Board.



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 : 16 March, 2026

CIRCULAR

Subject: Completion of Annual Performance Assessment Reports (APARs) for the year 2025-26 in the prescribed time schedule through SPARROW Module- regarding.

The Council has implemented SPARROW (Smart Performance Appraisal Report Recording Online Window) for maintenance of Annual Performance Assessment Reports (APARs) for officers of Administrative, Technical and SSS cadres from the year 2021-22. During the previous years, the Council had adopted a flexible approach regarding the timelines for completion of various stages of APARs and the dates of completion at different stages were extended many times, considering the technical issues faced at different levels.

However, SPARROW is now fully operational at Indian Council of Agricultural Research (ICAR) Headquarters as well as its Institutes and therefore **all actions for APAR maintenance shall be taken only through SPARROW**. Strict compliance with the timelines for completion of APARs as prescribed by the Department of Personnel and Training (DoPT) vide O.M. No. F. No. 21011/10/2025-PP (A-II) dated 09.04.2025 shall be ensured.

The relevant timelines prescribed by DoPT are given below for ready reference:

S. No.	Activity	Date by which to be completed	Auto Forward
1.	Generation of PAR on SPARROW by Establishment sections.	01 st April	-
2.	Submission of self-appraisal by the officer	15 th May	16 th May
3.	Submission of report by Reporting officer	30 th June	01 st July
4.	Report to be completed by the Reviewing Officer	31 st July	01 st August
5.	Disclosure to the officer reported upon by Custodian	1 st September	
6.	Representation by the officer, if any on APAR.	15 days from the date of disclosure of APAR to the officer	

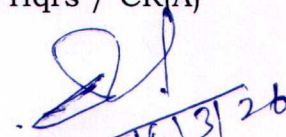
It may be noted that any request for relaxation for deviation from SPARROW or from the above timelines for completion of APARs during 2025-26 will not be entertained under any circumstances. The PARs will be force-forwarded to the next stage on the above-mentioned dates. **No physical APARs shall be accepted.**

In case of officers who have been transferred from one Institute to another during the reporting period, the PAR(s) for the respective periods pertaining to previous Institute shall also be generated by the Institute where the officer is currently posted. Necessary details of the Reporting and Reviewing Officers for the period under the previous Institute may be obtained from the concerned Institute for the generation of APARs.

All Establishment Sections/Units are requested to complete necessary preparations in advance so that PARs are generated in time and officers are able to submit their self-appraisal within the prescribed period.

Detailed Guidelines for Generation and Writing of APARs in SPARROW have been prepared and are attached at Annexure-I. The same may kindly be read carefully and adhered to by all concerned.

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


(Sandeep Singh Dudi)
Under Secretary (Admn.)
Tel. No. 011-23386978
Email : sandeep.dudi@icar.org.in

To,

1. The Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/ATARIs/Bureaux **with request to ensure PARs are generated and issued by 31st March 2026**
2. ADG (ICT), ICAR HQ
3. PPS to DG, ICAR/Sr. PPS to Secretary, ICAR/PPS to FA, DARE & ICAR.
4. Estt-I/Estt-II/Estt-III/Estt-IV Section, ICAR HQ **with request to ensure PARs are generated and issued by 31st March, 2026.**
5. All officers at ICAR Hqrs., Krishi Bhawan, KAB-I, KAB-II and NASC.
6. Social Media & Website Management Unit, DKMA, ICAR for placing on the Council's website.
7. E-Office Notice Board. (This document may be downloaded from e-office as per the need as it is not being distributed separately)

Guidelines for Generation & Writing of APARS in SPARROW

A) For Nodal Officers / Custodians:

1. Kindly go through the user manual for the role and responsibilities of Custodian, Officer Reported Upon, Reporting Officer and Reviewing Officer available at <https://sparrow.icar.gov.in/SPARROW/SPARROW-Manual/User Manual SPARROW.pdf>

Note: Before a request for assigning role_Custodian/role_PAR manager is forwarded to the Council, all Nodal Officers are requested to check the details of the roles already assigned **by clicking on role detail menu** provided on the left side.

2. While creating the workflow of any officer, the Custodian/ Alternate Custodian should search any officer with employee code as well as with mail id so that the APAR moves correctly and does not go to the wrong Officer.

3. While creating the workflow of an employee, custodian must check the cadre of the Officer reported upon. If it is not updated, then get it updated before APAR generation Local Admn of the concerned Institute.

4. While generating the PARs, there may be cases of No Report Period due to the period being less than 3 months under a reporting officer or due to the officer being on long leave/ unauthorised leave/training etc. In such cases, No Report period Certificate (NRC) may be issued by the concerned establishment section at the time of generation of PARs. Blank PAR forms may be generated only for the period that is to be reported.

5. NRC needs to be issued for the period of suspension.

6. In case of Officers who have been transferred from one institute to another institute during the period, the PAR(s) for the respective periods pertaining to the previous institute shall also be generated by the institute where the officer is currently posted. Necessary details of reporting (RO) & reviewing officers (Rev O) for the period under previous institute may be taken from the previous institute of the officer for generation of PARs in such cases.

7. In case of officers retiring/demitting office, they have only one-month time to write the APARs of subordinates. In such cases, part of the APAR should be created immediately without waiting till the end of Assessment Year.

S.No.	Designation	Cadre
1.	Administrative / Finance / Legal / OL cadre officers / employees posted at ICAR Hqrs	ICAR Hqrs Admn
2.	Technical cadre officers/ employees posted at ICAR Hqrs	ICAR Hqrs Technical

3.	Group'A' Administrative/ Finance/Legal/OL Cadre Officers Posted at ICAR Institutes	ICAR Institutes GroupA Admn
4.	Employees of Admn/Technical/SSS cadres posted at ICAR Institutes other than mentioned at S.No.3.	Central Services

Note: This does not include information about Scientific Cadre. Further, it has also been noticed that the cadre of Assistants posted at ICAR Institutes has been updated as "**ICAR Institutes Group 'A' Admn**" instead of **Central Services**. All custodians are requested to ensure that the **correct cadre details are updated in the system before the generation of APARs**

8. While creating the workflow, if a custodian is unable to search any officer (Officer Reported Upon (ORU) /RO/ Rev O/ Competent Authority) posted in other institutions/ organization, they may search in Workflow within all Organization'.

9. While creating workflow of any Officer, in case the period under Reviewing Officer is less than 90 days/ 3 months, the custodian can use "SKIP" option provided under the Access Privileges button.

10. While creating the workflow for representation, in case the Reporting Authority/ Reviewing Authority is not in position/not available, custodian can use "SKIP" option provided under the Access Privileges button in the Representation part.

11. All officers may be sensitized that APAR writing is an important duty. All officers are bound to complete requisite action as prescribed under the timelines prescribed. APAR should be written with due care and attention.

B) For Officer Reported Upon (ORU) :

12. Users may login their SPARROW account through the Parichay dashboard or the URL <https://sparrow.icar.gov.in>. In case they face any issue, they may report to their Custodian.

13. Before Submitting self-appraisal, it is advised to check cadre, section-I and workflow. If any discrepancy is noticed in section-I, click on submit error report. For any changes in cadre or workflow, report to your concerned establishment. **Custodian can update section-I of PAR till closure of the APAR.**

14. It may be noted that in case an APAR gets force-forwarded from a particular level, no data/ information filled/saved as draft shall move to next level. Only a blank force forwarding template would be recorded / visible in the system.

15. To check PAR status kindly go to User Assistance (menu button available in left side) > Track your PAR > choose assessment year > Search > Click on APAR ID.

16. To download the completed PAR, go to Dossier (menu button available in left side) > My completed APAR > choose assessment year > submit > click on + button > download (ACR Complete-completed)

C) General Guidelines:

17. If an APAR has been reported by the Reporting Officer, but has not been reviewed (gets force forwarded), **the appraisal/gradings etc. given by the Reporting Officer shall be treated as final.** There is no need to issue NRC for such APARs (No Review/ force forwarded template would anyway be available in system as part of APAR).

18. If an APAR has not been reported by the Reporting Officer (gets force forwarded from the reporting stage), and it has been reviewed by the reviewing officer, **then the appraisal/gradings given by the Reviewing Officer shall be taken into account.** There is no need to issue NRC for such APAR. (No Reporting/ force forwarded template would anyway be available in system as part of APAR).

19. In case an APAR was **not reported or reviewed**, there is no need to issue separate NRC. (Force forwarded template for both the stages would anyway be available in system as part of APAR). In such a case, **representation shall not be considered.**

20. In case an employee is not satisfied with the gradings or remarks given by his reporting/ reviewing officer, he can submit his representation within 15 days of disclosure of his PAR. No Representation shall be considered after a period of 15 days. After submitting his representation, ORU **should inform his custodian (CR Section) for creation of representation workflow.**

21. After representation has been considered by the Competent Authority (with or without any change in gradings), the APAR is to be mandatorily accepted by the officer. There is no system of further appeal in SPARROW.