

**IMPORTANT CIRCULAR**

No: AN-I/PAR/2025-26

Date: 10/04/2026

To,

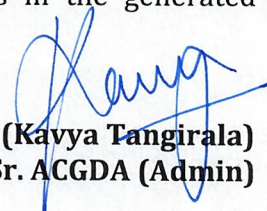
SPARROW Team,  
All PCsDA/CsDA Offices  
(Through CGDA's WAN/ CGDA's Website/ e-Mail)

**Sub: Generation of Performance Appraisal Report (PAR) in respect of IDAS officers for the year 2025-26**

All APARs/MTPARs for the year 2025-26 in respect of IDAS officers including those on deputation have been successfully generated and forwarded to the Officers Reported Upon. Timeline to record the comments at each stage in terms of DoPT OM no. 21011/1/2005-Estt (A) (Pt-II) dated 23.07.2009 further amended vide OM no. 21011/10/2025 PP (A-II) dated 09.04.2025 is appended below:-

Sl. No.	Activity	Date by which to be completed	Auto Forward
1	Self-appraisal	15.05.2026	16.05.2026
2	Reporting	30.06.2026	01.07.2026
3	Review	31.07.2026	01.08.2026
4	Accepting	31.08.2026	01.09.2026
5	Disclosure	15.09.2026	--
6	Representation	Within 15 days from the disclosure of APAR	

- All IDAS officers are requested to take note of the above. In case of any discrepancy in the generated APARs/MTPARs including the APAR form, period of APAR and Assessing Channel or any information found left to be filled in 'Basic Information', the same may please be intimated immediately by submitting a 'Data Error Report' available in 'Basic Information of the APAR.
- Details of online training through 'iGOT Platform' will be reflected automatically in the self-appraisal part. Hence, these training details have not been filled in the Basic Information part of PARs.
- Further, a few instances were observed during generation of APARs where the Principal Controllers'/Controllers' offices have provided details of APAR period up to 31<sup>st</sup> March, 2026 but ORUs or their Reporting Officers were transferred/relieved from their offices earlier. In such conditions, it is requested to provide information of such officers immediately to make necessary amendments in the generated APARs/MTPARs.
- This issues with the approval of CGDA.

  
(Kavya Tangirala)  
Sr. ACGDA (Admin)