



**Directorate General of Human Resource Development, HRM-I  
Central Board of Indirect Taxes & Customs,  
Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir Singh Marg  
Gole Market, New Delhi-110001  
Tel: 011-23748048, Fax : 011-23748050 ([www.dghrdcbic.gov.in](http://www.dghrdcbic.gov.in))**

To,

Date: As per e-sign

The Pr. Chief / Chief Commissioner of Customs and GST (All)  
The Pr. Director General / Director General of Customs and GST (All)  
The Pr. Commissioner / Commissioner I/C of Directorates (All)  
The Pr. Commissioner / Commissioner, Settlement Commission (All)  
The Pr. Commissioner / Commissioner, CESTAT (All)  
The Commissioner (Coordination), CBIC, New Delhi,  
Deputy Secretary, Ad.II, CBIC, New Delhi.

Sir/Madam,

**Subject: Revision of timelines for preparation/completion of APAR  
for the A.Y. 2025-26 - reg.**

With reference to the DoPT O.M. F.No. 21011/09/2026-PP(A-II) dated 13.05.2026 (copy enclosed) read with the APAR instructions dated 23.03.2026 issued by this office, the revised timelines for preparation/completion of APAR for assessment year 2025-26 are as follows:

S.No	Activity	Date by which to be completed
1.	Generation/Creation of blank APAR by the Custodian and sending it to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	1 <sup>st</sup> April, 2026
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 <sup>th</sup> June, 2026
3.	Submission of report by Reporting officer to Reviewing officer	31 <sup>st</sup> July, 2026

4.	Report to be completed by Reviewing Officer and to be sent to CR Section (Custodian)	31 <sup>st</sup> August, 2026
5.	Disclosure to the officer reported upon	01 <sup>st</sup> October, 2026
6.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
7.	Forwarding of representations to the competent authority	21 <sup>st</sup> October, 2026
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
9.	Communication of the decision of the competent authority on the representation	15 <sup>th</sup> December, 2026
10.	End of entire APAR process, after which the APAR will be finally taken on record (Closure of APAR cycle 2025-26 in SPARROW-IRS & SPARROW-CBIC)	31 <sup>st</sup> December, 2026

This issues with the approval of the competent authority.

Digitally signed by

Kumar Satyam

Date: 13-05-2026

17:50:35

Yours faithfully,

(Kumar Satyam)  
Joint Director  
HRM-I, DGHRD

F. No. 21011/09/2026-PP (A.II)  
Department of Personnel and Training  
(Personnel Policy A-II)

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Kartavya Bhawan-3  
New Delhi, Dated the 13<sup>th</sup> May, 2026

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for completion of Annual Performance Assessment Report (APAR) for the Reporting Year 2025-26 in respect of Central Civil Services - reg.**

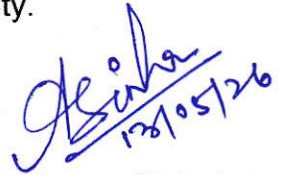
The undersigned is directed to refer to this Department's OM No. 21011/10/2025 PP (A.II) dated 09.04.2025 on the subject, "**Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services**" (copy enclosed).

2. It has been reported that difficulties are being faced by various officers in adhering to the timelines stipulated in the aforementioned OM in view of their active engagement in elections to State Legislatures held recently.

3. The matter has been considered in this Department and it has been decided, as a one-time measure, to **extend the timelines relating to APAR for the Reporting Year 2025-26 in respect of Central Civil Services**, in relaxation of OM No. 21011/10/2025-PP (A.II) dated 09.04.2025. Accordingly, the **revised timelines are attached herewith [vide Annexure]**.

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

Encl. As above



(Ajay Kumar Sinha)

Under Secretary to the Govt. of India  
Tele. No.: 011-24010434

/To,

All Ministries / Departments / Cadre Controlling Authorities of the Government of India.

Copy to:

1. AIS Division, DoPT, Kartavya Bhawan-3, New Delhi
2. Training Division, DoPT, Old JNU, New Delhi
3. NIC, for uploading in DoPT website

**Annexure****Extended time schedule for completion of Annual Performance  
Assessment Report for the Reporting Year 2025-26.**

Sl. No.	Activity	Date by which to be completed	Auto forward
1.	Distribution of blank APAR forms to all concerned (i.e., to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	1 <sup>st</sup> April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 <sup>th</sup> June	16 <sup>th</sup> June
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	31 <sup>st</sup> July	01 <sup>st</sup> August
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided.	31 <sup>st</sup> August	01 <sup>st</sup> September
5.	Appraisal by Accepting Authority, wherever provided.	30 <sup>th</sup> September	01 <sup>st</sup> October
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority.	01 <sup>st</sup> October	
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority.	15 <sup>th</sup> October	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon.	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority a. where there is no Accepting Authority for APAR.	21 <sup>st</sup> October	
	b. where there is Accepting Authority for APAR.	06 <sup>th</sup> November	
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation	
10.	Communication of the decision of the competent authority on the representation by the APAR Cell.	15 <sup>th</sup> December	
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 <sup>st</sup> December	

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