

309/604

GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE DIRECTOR GENERAL OF PRISONS
PRISONS HEADQUARTER, CENTRAL JAIL, TIHAR
JANAK PURI: NEW DELHI

Subject:- Clarification regarding grant of actual financial benefits to newly inducted DANICS Officers vide MHA, GOI order no.14016/13/2023-UTS-II dated 06.08.2025 - reg.

Please find enclosed herewith a copy of letter dated 20.04.2026 of Deputy Secretary (Services) regarding Clarification regarding grant of actual financial benefits to newly inducted DANICS Officers vide MHA, GOI order no.14016/13/2023-UTS-II dated 06.08.2025, for information and further necessary action at your end.

Encl : As above

[Signature]
OFFICER IN-CHARGE (ESTT.-I)
PRISON HEAD QUARTER

F.18(69)/ESTT/PHQ/2023/CD-3754981/7937-43

Dated:- 29/04/2026

Copy forwarded for information and necessary action:-

1. All Superintendent/HOO (Tihar/Rohini/Mandoli)
2. DCA, PHQ
3. RMO (Tihar/Mandoli)
4. SO to DG(P)/PS to DG(P)/PS to Addl. I.G. (P)/PS to DIG(P)
5. PPS to Superintendent-I (PHQ)/PS to SCJ-II (PHQ)/PS to SCJ-III (PHQ)
6. All DDO (PHQ, MPHQ, CJ-01 to CJ-16)
7. All Section Officer (PHQ, MPHQ, CJ-01 to CJ-16)
8. Assistant Director (IT), PHQ
9. Guard File

[Signature]
OFFICER IN-CHARGE (ESTT.-I)
PRISON HEAD QUARTER

LT. R. PHQ
Diary No. 36
Date 5/5/26

M adhs
06.05.26

H W (R)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- BRANCH-I
B-WING: 5TH LEVEL: DELHI SECRETARIAT
I.P. ESTATE: NEW DELHI

No. F. 2 (1)/2025/S.I/CC /

Date:

To

Head of Departments (HODs) of
All Departments/Local Bodies/
Public Undertakings, Autonomous Bodies,
GNCT of Delhi.

M-1660
21-04-2026

Subject: Time-bound recording of APAR for DANICS Officers for the reporting year 2025-26 through the SPARROW portal - reg.

Sir/Madam,

I am directed to forward herewith the letter dated 06.04.2026 received from the Ministry of Home Affairs (MHA), along with its enclosures i.e. DoPT Office Memorandum dated 09.04.2025 and Annexure-III (Time Schedule for preparation/completion of APAR).

In this regard, it is informed that MHA has requested to ensure that all DANICS/DANIPS officers complete the online APAR process for the reporting year 2025-26 within the stipulated timelines as prescribed in the aforesaid DoPT OM. It has further been emphasized that in case no action is taken within the prescribed timeline by the Officer Reported Upon (ORU), Reporting Officer, or Reviewing Officer, the APAR shall be automatically forwarded to the next level.

In view of the above, it is requested that necessary directions may kindly be issued to all concerned officers under your administrative control to strictly adhere to the prescribed timelines and ensure timely completion of the APAR process.

Yours faithfully,

Encl.: As above

Digitally signed by
Jitendra Kumar Arora
Date: 17/04/2026
13:55:39
DEPUTY SECRETARY (SERVICES)

01/04/26
Jm
22/4/26

SCJHQ-I

Sr. M. D. W. t

Director General (Prisons)

3041

**Government of India
Ministry of Home Affairs
UTS-II Section**

Kartavya Bhawan-03, New Delhi
Dated, the 6th April, 2026

To,

1. The Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
2. The Chief Secretary, A&NI Administration, Port Blair.
3. The Advisor to the Administration, DNH&DD Administration, Moti Daman.
4. The Advisor to the Administration, Lakshadweep Administration, Kavaratti.

Subject: Time-bound recording of Annual Performance Assessment Report (APAR) for DANICS/DANIPS officers for the reporting year 2025-26 through the SPARROW portal-reg.

Sir,

I am directed to invite reference to the Office Memorandum dated 09.04.2025 issued by the Department of Personnel and Training (DoPT) on the subject mentioned above (copy enclosed), wherein time-schedule for Preparation & maintenance APAR has been prescribed.

2. In this regard, it is requested to direct all DANICS/DANIPS officers working under your administration to note that if no action is taken within the prescribed timeline by the Officer Reported Upon (ORU); the Reporting Officer, or the Reviewing Authority, the APAR will be automatically forwarded (auto-forwarded) to the next level.

3. Accordingly, it is requested to direct all DANICS/DANIPS officers to complete the online APAR process for reporting year 2025-26 within the stipulated time frame as per aforesaid DoP&T's OM. All concerned are further advised to take note of the instructions contained in the aforementioned Office Memorandum and ensure strict compliance.

Yours faithfully



(C.P. Vinod Kumar)

Under Secretary/Consultant(UTS-II)

E. No. 21011/10/2025 PP(A-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

dated the 09th April, 2025

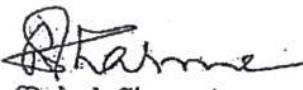
OFFICE MEMORANDUM

Subject: Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services

The undersigned is directed to invite reference to this Department's OM No.21011/01/2005-Estt.(A)(Pt.H) dated 23.07.2009 on the subject, "*Preparation and maintenance of Annual Performance Assessment Reports (APAR)*".

2. In partial modification of Annexure III of the abovementioned DoP&T OM dated 23.07.2009, the competent authority has approved revised time schedule for preparation / completion of Annual Performance Assessment Report (APAR). Accordingly, the revised time schedule, i.e., Annexure III is annexed herewith.

3. These instructions will come into force from the Reporting Year 2024-25 onwards.


(Rajesh Sharma)

Under Secretary to the Government of India

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

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC for uploading of DoP&T's website.

Annexure-III

Time schedule for preparation/completion of Annual Performance Assessment Report
(Reporting Year- Financial Year)

S. 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).	01 st April	
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th May	16 th May
3.	Submission of APAR by Reporting Officer to Reviewing Officer	30 th June	01 st July
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31 st July	01 st August
5.	Appraisal by Accepting Authority, wherever provided	31 st August	01 st September
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority	01 st September	
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority	15 th September	
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 st September	
	(b) where there is Accepting Authority for APAR	06 th October	
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 th November	
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November	