

(Government of India)

Ministry of Finance

Department of Expenditure

Controller General of Accounts of India

Mahalekha Niyantark Bhawan

E Block, GPO Complex, INA, New Delhi-110023

Dated: 17th February, 2026

OFFICE MEMORANDUM

Subject: Online generation and recording of Annual Performance Appraisal Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Online Window) for the year 2025-26 in respect of Indian Civil Accounts Service.

The office of Controller General of Accounts of India introduced online recording of APAR in respect of Indian Civil Accounts Service (ICAS) officers from the year 2017-18. All officers are mandatorily required to fill their APAR through SPARROW only.

2. In order to ensure that the APARs, for the period **01.04.2025 to 31.03.2026**, are generated on time, all ICAS officers are requested to submit the desired information at the earliest and not later than **06.03.2026**. The information, as per specified Annexures, may be emailed to groupa-cga@gov.in. While providing the inputs in the Annexures, it may be ensured that the data is accurate.

3. ICAS officers up to and including the NFSG level are required to submit the requisite data in the format prescribed at **Annexure A**, while ICAS officers at the SAG level and above are required to submit the requisite data in the format prescribed at **Annexure B**. For officers submitting information under Annexure B, the Hon'ble Minister-in-Charge shall be the Accepting Authority.

4. All ICAS officers are requested to strictly adhere to the time schedule / target dates prescribed by Department of Personnel & Training for filling up of self-appraisal, reporting, reviewing and acceptance of APAR within stipulated time schedule. Failure to adhere to the prescribed timeline shall result in the auto-forwarding of the APAR.

5. This issues with the approval of the Controller General Accounts of India.



(Rokhum Lalremruata)
Jt. Controller General of Accounts (HR)

To

All ICAS Officers

Copy to: The Sr. AO (ITD) for uploading on CGA's website

Inputs required for preparation of APAR for the period 01.04.2025 to 31.03.2026 in respect of each ICAS officer:

1. Details of the Officer reported upon during the period from to

- a. Name:
- b. Designation:
- c. Service & Batch (if any):
- d. NIC e-mail and Phone No:

2. Period of absence on leave during the period under appraisal (Excluding CL and RH):

S.No	Type of leave	Period from	Period to

3. Training programmes attended, if any, during the period of appraisal:

S.No	Institute	Subject/ Programme	Date from	Date to

4. Details of the **Reporting officer/ officers** during the period

- a. Period: From..... To
- b. Name:
- c. Designation:
- d. Service & Batch (if any):
- e. NIC e-mail and Phone No:

5. Details of the **Reviewing officer/ officers** during the period

- a. Period: From..... To
- b. Name:
- c. Designation:
- d. Service & Batch (if any):
- e. NIC e-mail and Phone No:

It is requested to provide above mentioned details to this office at the earliest and not later than 06.03.2026 by email at groupa-cga@gov.in.

Inputs required for preparation of APAR for the period 01.04.2025 to 31.03.2026 in respect of each ICAS officer:

1. Details of the Officer reported upon during the period from to

 - a. Name:
 - b. Designation:
 - c. Service & Batch (if any):
 - d. NIC e-mail and Phone No:

2. Period of absence on leave during the period under appraisal (Excluding CL and RH):

S.No	Type of leave	Period from	Period to

3. Training programmes attended, if any, during the period of appraisal:

S.No	Institute	Subject/ Programme	Date from	Date to

4. Details of the **Reporting officer/ officers** during the period

- a. Period: From..... To
- b. Name:
- c. Designation:
- d. Service & Batch (if any):
- e. NIC e-mail and Phone No:

5. Details of the **Reviewing officer/ officers** during the period

- a. Period: From..... To
- b. Name:
- c. Designation:
- d. Service & Batch (if any):
- e. NIC e-mail and Phone No:

6. Details of the **Accepting officer/ officers** during the period

- a. Period: From..... To
- b. Name:
- c. Designation:
- d. Service & Batch (if any):
- e. NIC e-mail and Phone No: