

**No. I-20/20/2023-IEDS(E.4023962)**  
**Government of India**  
**Ministry of Micro, Small & Medium Enterprises**  
**Office of the Development Commissioner (MSME)**  
**IEDS Cell**

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Kartavya Bhawan-3, New Delhi  
Dated 12<sup>th</sup> March, 2026

**Office Memorandum**

**Subject : Creation of workflow/ generation of APARs, timelines for recording of APARs and forwarding of APAR to next level through SPARROW Portal for the reporting year 2025-26 in respect of IEDS Cadre officers - reg.**

The undersigned is directed to refer to DoP&T's guidelines regarding the subject mentioned above.

2. In order to enable the creation of workflow and generation of APARs for the year 2025-26 in SPARROW, the respective Head of Offices are requested to provide the details of IEDS Cadre Officers posted in their respective DFOs/Branch DFOs/TCs/TSs in the attached format to IEDS Cell. For uploading the photograph of newly recruited ORUs in Section-I of the APAR form, the respective HoO are also requested to forward a photo of ORU in JPEG format with a size upto 2 MB alongwith the information in the above format to email IDs i) [ieds-cell@dcmsme.gov.in](mailto:ieds-cell@dcmsme.gov.in) and ii) [neeraj.sharma44@gov.in](mailto:neeraj.sharma44@gov.in) on/before **16.03.2026**.

3. Further, with reference to DoP&T's OM No.22/6/2026-CS.I(APAR) dated 20.02.2026, it has been decided to strictly adhere to the following timelines for recording of APARs of IEDS Cadre officers for the reporting year 2025-26:

S. No.	Activity	Date by which the activity to be completed	Auto forward
1.	Distribution of blank APARs forms to all concerned	01st April, 2026	---
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon	15th May, 2026	16th May, 2026
3.	Submission of APAR by Reporting Officer to Reviewing Officer	30th June, 2026	01st July, 2026
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31st July, 2026	01st August, 2026
5.	Appraisal by Accepting Authority, wherever provided	31st August, 2026	01st September, 2026
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority (b) Disclosure to the Officer Reported Upon where there is Accepting Authority	01st September, 2026 15th September, 2026	

  
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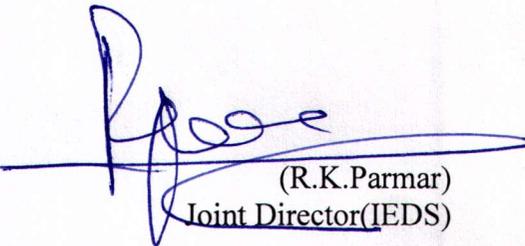
7.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR
8.	Forwarding of representation to the competent authority (a) where there is no Accepting Authority for APAR (b) where there is Accepting Authority for APAR	21st September, 2026 06th October, 2026
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	15th November, 2026
11.	End of the entire APAR process, after which the APAR will be finally taken on record.	30th November, 2026

4. It has also been decided that for the reporting year 2025-26, in case of non-submission of self appraisal by Officer Reported Upon (ORU), assessment by Reporting Officer (RO) and review by Reviewing Authority (RA) within the time limit as mentioned above, APAR may be forwarded to the next stage as per prescribed time limits.

5. In view of above, all Officers Reported Upon (ORUs), Reporting Officers, Reviewing Officers of APARs of IEDS cadre officers are requested to adhere to the timelines for recording of APARs for the reporting year 2025-26 of IEDS Cadre Officers.

6. This issues with the approval of AS&DC(MSME).

Encl : As above

  
(R.K.Parmar)  
Joint Director(IEDS)

To,

All Head of Offices, MSME-DFOs

All Reporting/Reviewing Officers of IEDS Cadre Officers

Copy to:

1. PA to ADC(IEDS)
2. Senet Division to upload on the website
3. Hindi section for hindi version

**DETAILS IN RESPECT OF OFFICERS OF IEDS CADRE FOR INITIATING  
APARs IN SPARROW FOR THE YEAR 2025-26**

S.No.	CADRE SERVICE(IEDS)	
1.	Name of Officer	
2.	Date of Birth	
3.	NIC mail id	
4.	Year of appointment	
5.	Present Grade	
6.	Present Post Place of Posting	
7.	Date of appointment to present post	
8.	Reporting Officer (Period wise detail) Designation Cadre to which they belong NIC mail Id	
9.	Reviewing Officer (Period wise detail) Designation Cadre to which they belong NIC mail Id	
10.	NRC period if any details	
11.	Leave detail and Period of Leave HPL EL	
12.	Date of filing the property return for the year ended December, 2025	
13.	Training details, If any Name of the Training Duration Name of Institute	

Date:

Signature of Officer