



महेन्द्र कुमार गुप्ता
MAHENDRA KUMAR GUPTA
संयुक्त सचिव
Joint Secretary



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001

16-1(53)/2026-CCOACR

24.04.2026

The Directors/Heads of CSIR Laboratories/Institutes

Subject: Timely generation and completion of APARs under SPARROW for the reporting year 2025-26

Dear *Directors/Heads.*

As you are aware, CSIR is currently in the fourth year of implementation of the SPARROW system for the non-Scientific and Technical cadre. By this time, it is expected that all concerned functionaries across laboratories/institutes are well acquainted with the operational aspects and requirements of the system. The introduction of SPARROW was aimed at ensuring transparency, timely completion of APARs, and effective monitoring through real-time tracking.

While the system has been successfully rolled out, adherence to the prescribed timelines continues to be an area of concern. The schedule for various activities related to the Performance Appraisal Reports (PAR) for the reporting year 2025-26 has already been notified vide this office OM No. 16-1(50)/2026-CCOACR dated 15.04.2026.

It is reiterated that strict compliance with the notified timelines is essential for implementing SPARROW in both letter and spirit. One of the key strengths of the system is the availability of real-time data, which facilitates continuous monitoring by individuals as well as the authorities.

However, it has been observed that some laboratories/institutes have not generated even a single APAR for certain categories of employees (Group 'A', 'B', and 'C'), despite the stipulated timeline of 30th April approaching fast. This delay is a matter of serious concern (lab-wise status as on 23/04/2026 is enclosed).

In view of the above, all Senior Controllers of Administration (Sr. COA)/Controllers of Administration (COA)/Administrative Officers (AO) may be instructed to ensure that all PAR-related activities are carried out strictly in accordance with the prescribed schedule. This includes timely generation of PARs and issuance of PAR forms to the Officers Reported Upon (ORU) by the PAR Nodal Officer/PAR Cell.

You are requested to personally review the status and ensure strict adherence to the timelines so that the PAR cycle for 2025-26 is completed smoothly and within the stipulated timeframe.

Regards

Yours sincerely,

(Mahendra Kumar Gupta)

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S.No	Organization	Officer's Posted	PAR Generated
1	COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH	146	30
2	CSIR-FOURTH PARADIGM INSTITUTE	11	7
3	CSIR-ADVANCED MATERIALS AND PROCESSES RESEARCH INSTITUTES	15	0
4	CSIR-CENTRAL BUILDING RESEARCH INSTITUTE	28	30
5	CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY	14	0
6	CSIR-CENTRAL DRUG RESEARCH INSTITUTE	39	37
7	CSIR-CENTRAL ELECTROCHEMICAL RESEARCH INSTITUTE	32	0
8	CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE	40	36
9	CSIR-CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE	38	34
10	CSIR-CENTRAL GLASS AND CERAMIC RESEARCH INSTITUTE	34	0
11	CSIR-CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS	31	28
12	CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH	71	30
13	CSIR-CENTRAL LEATHER RESEARCH INSTITUTE	36	1
14	CSIR-CSIR MADRAS COMPLEX	10	0
15	CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE	37	40
16	CSIR-CENTRAL ROAD RESEARCH INSTITUTE	25	4
17	CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION	16	0
18	CSIR-CENTRAL SALT AND MARINE CHEMICALS RESEARCH INSTITUTE	20	1
19	CSIR-INSTITUTE OF GENOMICS AND INTEGRATIVE BIOLOGY	23	17
20	CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY	25	25
21	CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY	26	0
22	CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY	29	0
23	CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE	38	4
24	CSIR-INDIAN INSTITUTE OF PETROLEUM	67	9
25	CSIR- INDIAN INSTITUTE OF TOXICOLOGY RESEARCH	32	30
26	CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY	36	46
27	CSIR-INSTITUTE OF MICROBIAL TECHNOLOGY	10	0
28	CSIR-NATIONAL AEROSPACE LABORATORIES	43	63
29	CSIR-NATIONAL BOTANICAL RESEARCH INSTITUTE	23	5
30	CSIR-NATIONAL CHEMICAL LABORATORY	54	2
31	CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE	59	0
32	CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY	38	34
33	CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE	44	40
34	CSIR-NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY	27	0
35	CSIR-NATIONAL INSTITUTE OF OCEANOGRAPHY	28	24
36	CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH	18	0
37	CSIR-NATIONAL METALLURGICAL LABORATORY	45	9
38	CSIR-NATIONAL PHYSICAL LABORATORY	58	39
39	CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE	4	3

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S.No	Organization	Officer's Posted	PAR Generated
1	COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH	239	91
2	CSIR-FOURTH PARADIGM INSTITUTE	17	10
3	CSIR-ADVANCED MATERIALS AND PROCESSES RESEARCH INSTITUTES	15	1
4	CSIR-CENTRAL BUILDING RESEARCH INSTITUTE	28	23
5	CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY	19	0
6	CSIR-CENTRAL DRUG RESEARCH INSTITUTE	50	60
7	CSIR-CENTRAL ELECTROCHEMICAL RESEARCH INSTITUTE	37	5
8	CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE	30	31
9	CSIR-CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE	39	45
10	CSIR-CENTRAL GLASS AND CERAMIC RESEARCH INSTITUTE	40	34
11	CSIR-CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS	23	29
12	CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH	48	28
13	CSIR-CENTRAL LEATHER RESEARCH INSTITUTE	25	3
14	CSIR-CSIR MADRAS COMPLEX	14	0
15	CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSITUTE	42	42
16	CSIR-CENTRAL ROAD RESEARCH INSTITUTE	22	6
17	CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION	30	6
18	CSIR-CENTRAL SALT AND MARINE CHEMICALS RESEARCH INSTITUTE	20	10
19	CSIR-INSTITUTE OF GENOMICS AND INTEGRATIVE BIOLOGY	19	15
20	CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY	18	22
21	CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY	34	1
22	CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY	53	3
23	CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE	24	5
24	CSIR-INDIAN INSTITUTE OF PETROLEUM	34	9
25	CSIR- INDIAN INSTITUTE OF TOXICOLOGY RESEARCH	31	28
26	CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY	28	36
27	CSIR-INSTITUTE OF MICROBIAL TECHNOLOGY	20	9
28	CSIR-NATIONAL AEROSPACE LABORATORIES	78	112
29	CSIR-NATIONAL BOTANICAL RESEARCH INSTITUTE	31	7
30	CSIR-NATIONAL CHEMICAL LABORATORY	45	37
31	CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE	32	5
32	CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY	26	24
33	CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE	51	38
34	CSIR-NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY	21	0
35	CSIR-NATIONAL INSTITUTE OF OCEANOGRAPHY	19	13
36	CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH	16	0
37	CSIR-NATIONAL METALLURGICAL LABORATORY	29	0
38	CSIR-NATIONAL PHYSICAL LABORATORY	40	0
39	CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE	18	18

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S.No	Organization	Officer's Posted	PAR Generated
1	Department of Scientific and Industrial Research	1	0
2	COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH	107	23
3	CSIR-FOURTH PARADIGM INSTITUTE	8	5
4	CSIR-ADVANCED MATERIALS AND PROCESSES RESEARCH INSTITUTES	7	2
5	CSIR-CENTRAL BUILDING RESEARCH INSTITUTE	9	5
6	CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY	12	0
7	CSIR-CENTRAL DRUG RESEARCH INSTITUTE	28	10
8	CSIR-CENTRAL ELECTROCHEMICAL RESEARCH INSTITUTE	7	1
9	CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE	6	5
10	CSIR-CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE	31	12
11	CSIR-CENTRAL GLASS AND CERAMIC RESEARCH INSTITUTE	12	5
12	CSIR-CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS	18	6
13	CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH	39	0
14	CSIR-CENTRAL LEATHER RESEARCH INSTITUTE	29	0
15	CSIR-CSIR MADRAS COMPLEX	3	0
16	CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSITUTE	9	6
17	CSIR-CENTRAL ROAD RESEARCH INSTITUTE	7	6
18	CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION	11	1
19	CSIR-CENTRAL SALT AND MARINE CHEMICALS RESEARCH INSTITUTE	9	3
20	CSIR-INSTITUTE OF GENOMICS AND INTEGRATIVE BIOLOGY	7	6
21	CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY	11	4
22	CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY	28	2
23	CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY	29	1
24	CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE	6	1
25	CSIR-INDIAN INSTITUTE OF PETROLEUM	27	4
26	CSIR- INDIAN INSTITUTE OF TOXICOLOGY RESEARCH	18	5
27	CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY	17	5
28	CSIR-INSTITUTE OF MICROBIAL TECHNOLOGY	11	8
29	CSIR-NATIONAL AEROSPACE LABORATORIES	18	16
30	CSIR-NATIONAL BOTANICAL RESEARCH INSTITUTE	7	3
31	CSIR-NATIONAL CHEMICAL LABORATORY	19	10
32	CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE	12	0
33	CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY	7	3
34	CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE	14	7
35	CSIR-NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY	5	0
36	CSIR-NATIONAL INSTITUTE OF OCEANOGRAPHY	15	7
37	CSIR-NATIONAL METALLURGICAL LABORATORY	16	0
38	CSIR-NATIONAL PHYSICAL LABORATORY	44	0
39	CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE	14	6