

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001**

OFFICE MEMORANDUM

No. 16-1(50)/2026-CCOACR

Dated: 16 June 2026

Subject: Compliance with Prescribed Timelines for Completion of Performance Appraisal Reports (PARs) in SPARROW for the Reporting Year 2025–26 — Reg.

The undersigned is directed to state that during the recent address of the Director General, CSIR to the Directors of CSIR Laboratories/Institutes, Heads of CSIR Units and Heads of General Administration, Finance & Accounts, Stores & Purchase and Stenography Cadres, concern was expressed regarding the continued non-adherence to the prescribed timelines for completion of Performance Appraisal Reports (PARs) across CSIR.

2. It has also been observed that the instructions issued by CSIR Headquarters vide OMs dated 29.11.2022 and 15.03.2023 regarding creation of PAR workflows in the SPARROW system are not being adhered to uniformly by the Nodal Officers. Since the SPARROW system has been operational for several years and adequate experience has been gained in workflow creation and management, all concerned are hereby directed to ensure strict compliance with the prescribed guidelines while creating employee workflows. Any error, omission or discrepancy in workflow mapping must be avoided.
3. The SPARROW cycle for the Reporting Year 2025–26 commenced with effect from 01.04.2026. The time schedule for completion of various PAR-related activities was notified vide CSIR OM No. 16-1(50)/2026-CCOACR dated 15.04.2026 and was subsequently extended vide OM of even number dated 26.05.2026.
4. As per CSIR OM No. 16-1(50)/2026-CCOACR dated 26.05.2026, generation of PARs for all eligible employees was required to be completed by 30.04.2026. In this regard, a compliance report confirming generation of PARs in respect of all concerned employees, duly signed by the Sr. COA/COA/AO, may be furnished to CSIR Headquarters by 19.06.2026. In cases where a PAR has not been generated, the specific reasons for such non-generation shall invariably be indicated in the compliance report.
5. Further, as per the time schedule notified vide CSIR OM No. 16-1(50)/2026-CCOACR dated 26.05.2026, all PARs pending at the level of the Officer Reported Upon (ORU) were to be auto-forwarded to the next level in the workflow after the prescribed due date. However, considering that the last date for completion of the mandatory iGOT courses and the




Comprehensive Assessment is 30.06.2026, the last date for submission of PARs has been **extended up to 30.06.2026**. Accordingly, on **01.07.2026**, all PARs pending at the ORU level shall be auto-forwarded to the next level in the workflow.

6. The competent authority has also approved the implementation of auto-forwarding of PARs for the Reporting Year 2025-26. Accordingly, all employees, Reporting Officers and Reviewing Officers are advised to complete the requisite action as per CSIR OM No. 16-1(50)/2026-CCOACR dated 26.05.2026 to avoid automatic forwarding of PARs. Upon such auto-forwarding, the concerned employee or authority shall forfeit the opportunity to record, report upon or review the PAR, as the case may be.
7. Further, the Competent Authority has also approved the auto-forwarding/closure of all pending PARs for the Reporting Years 2022–23, 2023–24 and 2024–25 after 30.06.2026 to facilitate completion of the appraisal cycle.
8. The contents of this Office Memorandum may be brought to the notice of all concerned for information and strict compliance.

This issues with the approval of the Competent Authority.

Hindi version will follow.


16/06/26
(Sunil Kumar)
Deputy Secretary

Copy to :-

1. All concerned officials
2. Directors/Heads of all CSIR Labs/institts/Centre/Units
3. Sr.COA/COA/AO/Sr.DS/DS/US of all CSIR Labs/institts/ CSIR HQ/Centre/Units
4. Office of DG, CSIR
5. Office of JS (Admn.), CSIR
6. Office of AS&FA, CSIR
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8. LA, CSIR
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