

**No. DGT-A-28012/1/2020.Estt(Admn.II)(Pt) (E-33733)**  
**Government of India**  
**Ministry of Skill Development and Entrepreneurship**  
**Directorate General of Training**  
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Room No. 213, 2<sup>nd</sup> Floor  
Kaushal Bhawan, New Moti Bagh  
New Delhi-110023

Dated : 01.01.2026

**OFFICE MEMORANDUM**

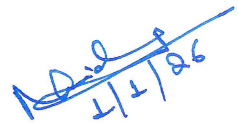
**Subject : Completion of all the activities of APAR for the Year 2024-25 – reg.**

The undersigned is directed to refer to DoPT's O.M. No. 21011/10/2025 PP dated 09.04.2025 regarding timeline for preparation / completion of Annual Performance Assessment Report (APAR) for the year 2024-25.

2. Annual Performance Assessment Reports are vital for proper personnel administration and it is essential that they are completed within a time-frame so that up-to-date Annual Performance Assessment Reports are available at any given time.

3. However, it has been observed that the APAR for the year 2024-25 in respect of some of the officers of this Directorate are still pending at various stages.

4. In view of above, all the RDSDEs are requested to issue necessary instructions / communications to the officers posted at the respective RDSDE/ NSTI to immediately complete the APARs pending (at any stage) in their Sparrow Account, so that all the activities for the PAR Cycle of 2024-2025 could be completed before 15.01.2026.

  
1/1/26

(Nidhi Sharma)

Under Secretary to the Government of India

To,

1. All RD, RDSDES/ NIMI/ CSTARI
2. IT Cell {with the request to upload a copy of this OM on the website}