



Government of India
Ministry of Finance
Central Board of Direct Taxes
Directorate of Income Tax
(Human Resources Development)

2nd Floor, K Ramp, JLN Stadium, New Delhi-110003

F.No. M/120/2024-ADDL.DIT(Admin)-HRD/3150

Dated: 22.08.2025

To,

All the Pr. CCsIT (CCA)

**Sub – Extension of Timeline for filing APAR Representations on SPARROW portal-
reg**

Madam/Sir,

Kindly refer to this office letter issued vide F.No. M/120/2024-ADDL.DIT(Admin)-HRD/279 dated 16.04.2025 regarding APAR timelines.

2. As per the existing timelines, the employee may file **APAR Representation against the entries and final grading given in the APAR within 15 days from the date of disclosure of APAR**. After 15 days, **Representation tab is disabled and employee cannot file Representation.**
3. From this year onwards, Group-B and Group-C employees have also been onboarded on the SPARROW portal. As many employees are filing APARs on SPARROW for the first time, therefore, as one time measure only for this year, it has been decided **to extend the time-limit for filing APAR Representations till 31.08.2025 or 15 days from the date of disclosure, whichever is later.**
4. This letter may be circulated among all employees posted in the region.
5. This issues with prior approval of the Competent Authority.

Yours faithfully,

(Gaurav Sharma)
Addl DIT(Admn), HRD

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