



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. Of India)
मुख्य कार्यालय/Head Office

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Website: www.epfindia.gov.in, www.epfindia.nic.in

File no. APAR-12/2015-16/SPARROW

3893

Date: 19 MAY 2017

To

All ACC(Zones), Director(PDUNASS),
All RPFC/OIC in-charge of RO/ASD-HO

SUB: Electronic submission of Annual Performance Assessment Report (APAR) through Sparrow Software – generation of APARs and Submission of Self Appraisal.

Madam/ Sir,

Attention is invited to Headquarter letter of even number dated 12.04.2017 'Head Office Circular', on the above mentioned subject, wherein it had been advised to generate the APARs of officers in the cadre of Addl. CPFC, RPFC and APFC by 21.04.2017. However, many offices have not yet completed the task of generating the APARs (Status report as on 19.05.2017 is enclosed).

2. As a last resort, the deadline is further extended to 24.05.2017 for completing the task of generating the APAR in respect of all the officers/remaining officers under their jurisdiction during the financial year 2016-17. The APARs are supposed to be generated without waiting for the medical report of the officers. However, the medical report is to be necessarily uploaded at the time of submission of self appraisal by the Officer reported upon. The system will not permit submission of medical certificate after submission of APAR without medical certificate.

3. It has also been reported by a few regional offices that APARs could not be generated due to want of information from the erstwhile SROs in respect of Officers posted in those offices. Therefore, the concerned Officer in- charge of the erstwhile SROs should invariably send the details of the officers to the RPFC who is the primary custodian for such officers without any further delay.

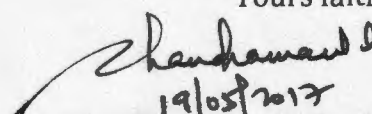
4. Probationary Report in respect of Officers who are under probation will be written on completion of one year of their service forwarded to the Head Office in time. Therefore, no action needs to be taken on the portal in respect of officers who are under probation as of now.

5. The Officers in respect of whom the APAR has already been generated may submit their resume on the portal to their Reporting Officer positively by 31.05.2017.

6. Following guidelines are reiterated again for the use of SPARROW software:

- i) The software [URL – <http://sparrow-epfo.eoffice.gov.in>] must be opened only in the latest version of Mozilla Firefox or Internet Explorer browsers. No other Browser is to be used for the purpose.
- ii) User name to enter in to the software is the NIC/epfindia Email ID. E-mail ID is to be entered in full e.g. abc@epfindia.gov.in rather than the user ID used for opening of e-mail account. Password for SPARROW shall remain the same as used for Email account.
- iii) In case of any issue/problem relating to the operation of the SPARROW may be sent by e-mail to apar.hrm@epfindia.gov.in
- iv) APFC (APAR) in HRM Division may also be contacted by the Nodal Officer at the official number/ mobile at Head Office also.

Yours faithfully,


19/05/2017
(Chandramauli Chakraborty)

Addl. Central P. F. Commissioner (HRM)

S.No.	Organization	Office r's Poste d	PARs Genera ted	PAR S Clos ed	Pendi ng with Office r	Pendin g with Report ing Officer	Pendin g with Review ing Officer	Pendin g with Accept ing Author ity	Pendi ng with CR Sectio n For Office r Disclo se	Pending with Officer (Disclos ed)	Pendi ng with CR Secti on To Close
1	AHMEDABAD REGION (EPFO)	15	15	0	9	6	0	0	0	0	0
2	BANDRA REGION (EPFO)	17	15	0	15	0	0	0	0	0	0
3	BANGALORE REGION (EPFO)	20	0	0	0	0	0	0	0	0	0
4	BHUBANESHWAR REGION (EPFO)	18	2	0	2	0	0	0	0	0	0
5	CHANDIGARH REGION (EPFO)	14	9	0	7	2	0	0	0	0	0
6	CHENNAI REGION (EPFO)	16	18	0	8	7	3	0	0	0	0
7	COIMBATORE REGION (EPFO)	14	13	0	4	7	2	0	0	0	0
8	DEHRADUN REGION (EPFO)	9	6	0	4	0	2	0	0	0	0
9	DELHI NORTH REGION (EPFO)	21	21	0	21	0	0	0	0	0	0
10	DELHI SOUTH REGION (EPFO)	16	13	0	11	2	0	0	0	0	0
11	FARIDABAD REGION (EPFO)	<u>21</u>	<u>22</u>	0	<u>19</u>	<u>3</u>	0	0	0	0	0
12	GOA REGION (EPFO)	<u>6</u>	<u>3</u>	0	<u>2</u>	<u>1</u>	0	0	0	0	0
13	GULBARGA REGION (EPFO)	<u>9</u>	<u>7</u>	0	<u>3</u>	<u>2</u>	<u>1</u>	0	<u>1</u>	0	0
14	GUNTUR REGION (EPFO)	<u>14</u>	<u>13</u>	0	<u>4</u>	<u>8</u>	<u>1</u>	0	0	0	0
15	GURGAON REGION (EPFO)	<u>15</u>	<u>10</u>	0	<u>9</u>	<u>1</u>	0	0	0	0	0
16	GUWAHATI REGION (EPFO)	<u>10</u>	<u>5</u>	0	<u>3</u>	<u>2</u>	0	0	0	0	0
17	HEAD OFFICE, ADMINISTRATIVE SERVICES DIVISION (EPFO)	<u>104</u>	<u>73</u>	0	<u>69</u>	<u>4</u>	0	0	0	0	0
18	HEAD OFFICE, HRM (EPFO)	<u>1</u>	0	0	0	0	0	0	0	0	0
19	HYDERABAD REGION (EPFO)	<u>25</u>	<u>22</u>	0	<u>9</u>	<u>5</u>	<u>4</u>	<u>4</u>	0	0	0
20	INDORE REGION (EPFO)	<u>24</u>	<u>23</u>	0	<u>19</u>	<u>3</u>	<u>1</u>	0	0	0	0
21	JAIPUR REGION (EPFO)	<u>21</u>	<u>20</u>	0	<u>12</u>	<u>7</u>	<u>1</u>	0	0	0	0
22	JALPAIGURI REGION (EPFO)	<u>15</u>	<u>11</u>	0	<u>8</u>	<u>3</u>	0	0	0	0	0
23	KANDIVALI REGION (EPFO)	<u>15</u>	<u>14</u>	0	<u>11</u>	<u>3</u>	0	0	0	0	0

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24	KANPUR REGION (EPFO)	<u>24</u>	<u>22</u>	0	<u>18</u>	<u>4</u>	0	0	0	0	0
25	KOLKATA REGION (EPFO)	<u>28</u>	<u>9</u>	0	<u>7</u>	<u>2</u>	0	0	0	0	0
26	LUDHIANA REGION (EPFO)	<u>19</u>	<u>17</u>	0	<u>12</u>	<u>4</u>	<u>1</u>	0	0	0	0
27	MADURAI REGION (EPFO)	<u>11</u>	<u>6</u>	0	<u>3</u>	<u>3</u>	0	0	0	0	0
28	MANGALORE REGION (EPFO)	<u>17</u>	<u>13</u>	0	<u>9</u>	<u>4</u>	0	0	0	0	0
29	MEERUT REGION (EPFO)	<u>22</u>	<u>17</u>	0	<u>17</u>	0	0	0	0	0	0
30	NAGPUR REGION (EPFO)	<u>12</u>	<u>9</u>	0	<u>8</u>	<u>1</u>	0	0	0	0	0
31	NIZAMABAD REGION (EPFO)	<u>8</u>	<u>8</u>	0	<u>3</u>	<u>1</u>	<u>4</u>	0	0	0	0
32	PATNA REGION (EPFO)	<u>8</u>	<u>9</u>	0	<u>7</u>	<u>2</u>	0	0	0	0	0
33	PEENYA REGION (EPFO)	<u>19</u>	<u>8</u>	0	<u>4</u>	<u>4</u>	0	0	0	0	0
34	PUNE REGION (EPFO)	<u>13</u>	<u>12</u>	0	<u>11</u>	<u>1</u>	0	0	0	0	0
35	RAIPUR REGION (EPFO)	<u>7</u>	<u>3</u>	0	<u>3</u>	0	0	0	0	0	0
36	RANCHI REGION (EPFO)	<u>12</u>	<u>5</u>	0	<u>4</u>	<u>1</u>	0	0	0	0	0
37	SHIMLA REGION (EPFO)	<u>5</u>	<u>4</u>	0	<u>3</u>	<u>1</u>	0	0	0	0	0
38	SURAT REGION (EPFO)	<u>15</u>	<u>14</u>	0	0	<u>5</u>	<u>9</u>	0	0	0	0
39	TAMBARAM REGION (EPFO)	<u>12</u>	<u>10</u>	0	<u>1</u>	<u>4</u>	<u>5</u>	0	0	0	0
40	THANE REGION (EPFO)	<u>14</u>	<u>13</u>	0	<u>8</u>	<u>3</u>	<u>2</u>	0	0	0	0
41	THIRUVANANTHA PURAM REGION (EPFO)	<u>21</u>	<u>15</u>	0	<u>12</u>	<u>3</u>	0	0	0	0	0
42	TRAINING WING (EPFO)	<u>20</u>	<u>16</u>	0	<u>13</u>	<u>2</u>	<u>1</u>	0	0	0	0
43	VADODARA REGION (EPFO)	<u>10</u>	<u>4</u>	0	<u>2</u>	<u>2</u>	0	0	0	0	0
	TOTAL	737	549	0	394	113	37	4	1	0	0