



कर्मचारी भविष्य निधि संगठन  
**Employees' Provident Fund Organisation**  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
Ministry of Labour & Employment, Government of India  
भविष्य निधि भवन / Bhavishya Nidhi Bhawan  
14, भीकाजी कामा प्लेस, नई दिल्ली 110066  
Bhikaiji Cama Place, New Delhi 110066  
[www.epfindia.gov.in](http://www.epfindia.gov.in)

No. APAR-12/2015-16/SPARROW/Part File/122325

Date: 12.2017

To

28 DEC 2017

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

**Subject: Electronic submission of APAR through SPARROW software – reg.**

Reference: (i) Circular No. APAR-12/2015-16/SPARROW/27575 dated 24.01.2017  
(ii) Circular No. APAR-12/2015-16/SPARROW/585 dated 12.04.2017.  
(iii) Circular No. APAR-12/2015-16/SPARROW/3893 dated 19.05.2017.  
(iv) Circular No. APAR-12/2015-16/SPARROW/8248 dated 28.07.2017.  
(v) Circular No. APAR-12/2015-16/SPARROW/19183 dated 28.11.2017

Madam/Sir,

Instructions were issued from time to time *vide* above referred circulars with a view to ensure timely completion of online APAR for the year 2016-17 in respect of officers in the cadres of Addl. CPFC, RPFC and APFC. All the PAR Custodians were directed vide circular dated 28.11.2017 to ensure completion of APARs as per the deadline indicated therein and were also asked to use the functionality of '**Force Forward**' in case an APAR is pending at any level beyond the deadline.

2. However, as per the system generated report, there are many officers who have not yet filed/assessed the APAR through SPARROW application software. SPARROW dashboard report showing pending APARs at various levels in respect of each erstwhile Regional Office is enclosed for ready reference.

3. NIC had informed about closure of APAR for the year 2016-17 at the midnight of 31.12.2017 which means closure of all the APARs pending at any level at the midnight of 31.12.2017. However, they have been requested to keep the closure activity on hold for some time.

4. Therefore, all the officers may be directed to **complete APAR-related activity pending in their SPARROW login/account, immediately or latest by 05.01.2018**. Failure to file self-resume by said date may entail forfeiture of right to submit the same. Failure of Reporting/Reviewing Authorities to assess APARs by said date would be viewed very seriously.

Yours faithfully,

Encl.: Dashboard report.

  
(K. V. Sarveswaran)  
Addl. Central PF Commissioner (HQ)

Copy to: RPFC, NDC for uploading on the website.

# SPARROW DASHBOARD REPORT

As on 28.12.2017

S.No.	Office	Officer's Posted	PARs Generated	PARs Closed	PARs in Process	PARs Generated but Not Sent	Pending with Officer	Pending with Reporting Officer	Pending with Reviewing Officer	Pending with Accepting Authority	Pending with CR Section For Officer Disclose	Pending with Officer (Disclosed)	Pending with CR Section To Close
1	AHMEDABAD REGION (EPFO)	<u>17</u>	<u>15</u>	0	<u>15</u>	0	0	0	<u>1</u>	<u>2</u>	0	<u>4</u>	<u>8</u>
2	BANDRA REGION (EPFO)	<u>20</u>	<u>15</u>	0	<u>15</u>	0	<u>1</u>	<u>2</u>	<u>1</u>	0	0	<u>10</u>	<u>1</u>
3	BANGALORE REGION (EPFO)	<u>21</u>	<u>18</u>	<u>12</u>	<u>6</u>	0	0	0	<u>1</u>	<u>1</u>	0	<u>2</u>	<u>2</u>
4	BHUBANESHWAR REGION (EPFO)	<u>18</u>	<u>16</u>	<u>4</u>	<u>11</u>	<u>1</u>	<u>2</u>	<u>3</u>	0	<u>3</u>	0	<u>2</u>	<u>1</u>
5	CHANDIGARH REGION (EPFO)	<u>14</u>	<u>14</u>	0	<u>14</u>	0	0	<u>3</u>	<u>3</u>	<u>7</u>	0	0	<u>1</u>
6	CHENNAI REGION (EPFO)	<u>19</u>	<u>18</u>	<u>10</u>	<u>8</u>	0	<u>4</u>	0	<u>1</u>	0	0	0	<u>3</u>
7	COIMBATORE REGION (EPFO)	<u>16</u>	<u>13</u>	0	<u>13</u>	0	<u>1</u>	0	<u>5</u>	<u>6</u>	<u>1</u>	0	0



8	DEHRADUN REGION (EPFO)	<u>9</u>	<u>9</u>	0	<u>9</u>	0	<u>1</u>	<u>1</u>	<u>3</u>	<u>2</u>	0	0	<u>2</u>
9	DELHI NORTH REGION (EPFO)	<u>22</u>	<u>22</u>	0	<u>22</u>	0	<u>2</u>	<u>12</u>	<u>7</u>	0	0	0	<u>1</u>
10	DELHI SOUTH REGION (EPFO)	<u>16</u>	<u>14</u>	0	<u>14</u>	0	0	<u>3</u>	<u>4</u>	<u>7</u>	0	0	0
11	FARIDABAD REGION (EPFO)	<u>21</u>	<u>22</u>	<u>1</u>	<u>21</u>	0	<u>4</u>	<u>1</u>	<u>2</u>	0	0	<u>7</u>	<u>7</u>
12	GOA REGION (EPFO)	<u>6</u>	<u>5</u>	<u>5</u>	0	0	0	0	0	0	0	0	0
13	GULBARGA REGION (EPFO)	<u>9</u>	<u>8</u>	<u>7</u>	<u>1</u>	0	0	0	0	0	<u>1</u>	0	0
14	GUNTUR REGION (EPFO)	<u>15</u>	<u>15</u>	<u>4</u>	<u>10</u>	<u>1</u>	<u>1</u>	0	<u>1</u>	<u>3</u>	0	<u>5</u>	0
15	GURGAON REGION (EPFO)	<u>17</u>	<u>21</u>	<u>10</u>	<u>11</u>	0	<u>2</u>	<u>1</u>	0	<u>3</u>	0	<u>5</u>	0
16	GUWAHATI REGION (EPFO)	<u>10</u>	<u>9</u>	0	<u>9</u>	0	0	0	0	0	<u>2</u>	<u>2</u>	<u>5</u>
17	HEAD OFFICE, ADMINISTRATIVE SERVICES DIVISION (EPFO)	<u>76</u>	<u>79</u>	<u>3</u>	<u>72</u>	<u>4</u>	<u>18</u>	<u>14</u>	<u>19</u>	<u>13</u>	0	<u>7</u>	<u>1</u>
18	HYDERABAD REGION (EPFO)	<u>26</u>	<u>23</u>	<u>8</u>	<u>15</u>	0	0	<u>2</u>	<u>1</u>	<u>9</u>	0	<u>3</u>	0
19	INDORE REGION (EPFO)	<u>24</u>	<u>23</u>	<u>1</u>	<u>22</u>	0	0	<u>4</u>	<u>13</u>	0	0	<u>4</u>	<u>1</u>

20	JAIPUR REGION (EPFO)	<u>21</u>	<u>20</u>	<u>14</u>	<u>6</u>	0	0	0	0	<u>1</u>	0	<u>4</u>	<u>1</u>
21	JALPAIGURI REGION (EPFO)	<u>17</u>	<u>13</u>	<u>4</u>	<u>9</u>	0	<u>1</u>	<u>1</u>	0	0	<u>1</u>	<u>5</u>	<u>1</u>
22	KANDIVALI REGION (EPFO)	<u>15</u>	<u>14</u>	0	<u>14</u>	0	<u>1</u>	<u>1</u>	<u>1</u>	0	<u>11</u>	0	0
23	KANPUR REGION (EPFO)	<u>24</u>	<u>23</u>	0	<u>23</u>	0	<u>5</u>	<u>3</u>	<u>6</u>	<u>5</u>	<u>4</u>	0	0
24	KOLKATA REGION (EPFO)	<u>28</u>	<u>24</u>	<u>19</u>	<u>5</u>	0	0	0	<u>2</u>	<u>1</u>	0	<u>2</u>	0
25	LUDHIANA REGION (EPFO)	<u>20</u>	<u>17</u>	<u>15</u>	<u>2</u>	0	0	0	0	<u>1</u>	0	<u>1</u>	0
26	MADURAI REGION (EPFO)	<u>11</u>	<u>7</u>	0	<u>7</u>	0	0	0	0	<u>1</u>	0	<u>3</u>	<u>3</u>
27	MANGALORE REGION (EPFO)	<u>17</u>	<u>15</u>	<u>12</u>	<u>3</u>	0	0	0	0	0	0	<u>2</u>	0
28	MEERUT REGION (EPFO)	<u>22</u>	<u>20</u>	0	<u>20</u>	0	<u>3</u>	<u>6</u>	<u>11</u>	0	0	0	0
29	NAGPUR REGION (EPFO)	<u>12</u>	<u>10</u>	0	<u>10</u>	0	0	0	0	<u>2</u>	0	<u>1</u>	<u>7</u>
30	NIZAMABAD REGION (EPFO)	<u>8</u>	<u>8</u>	<u>1</u>	<u>7</u>	0	0	0	0	0	<u>4</u>	<u>2</u>	<u>1</u>
31	No Organisation	<u>11</u>	0	0	0	0	0	0	0	0	0	0	0
32	PATNA REGION (EPFO)	<u>8</u>	<u>9</u>	0	<u>9</u>	0	<u>1</u>	0	<u>1</u>	<u>2</u>	<u>1</u>	<u>4</u>	0
33	PEENYA REGION (EPFO)	<u>21</u>	<u>19</u>	<u>10</u>	<u>9</u>	0	<u>2</u>	<u>1</u>	0	<u>1</u>	0	<u>4</u>	<u>1</u>



34	PUNE REGION (EPFO)	<u>15</u>	<u>13</u>	0	<u>13</u>	0	0	<u>5</u>	<u>6</u>	0	<u>2</u>	0	0
35	RAIPUR REGION (EPFO)	<u>8</u>	<u>4</u>	<u>4</u>	0	0	0	0	0	0	0	0	0
36	RANCHI REGION (EPFO)	<u>11</u>	<u>10</u>	<u>8</u>	<u>2</u>	0	0	0	0	0	0	<u>1</u>	<u>1</u>
37	SHIMLA REGION (EPFO)	<u>5</u>	<u>4</u>	0	<u>4</u>	0	0	0	<u>2</u>	<u>1</u>	<u>1</u>	0	0
38	SURAT REGION (EPFO)	<u>15</u>	<u>14</u>	<u>13</u>	<u>1</u>	0	0	0	0	0	0	<u>1</u>	0
39	TAMBARAM REGION (EPFO)	<u>12</u>	<u>10</u>	<u>10</u>	0	0	0	0	0	0	0	0	0
40	THANE REGION (EPFO)	<u>15</u>	<u>16</u>	<u>1</u>	<u>15</u>	0	0	0	0	<u>1</u>	<u>9</u>	<u>1</u>	<u>4</u>
41	THIRUVANANTHAPURAM REGION (EPFO)	<u>21</u>	<u>15</u>	<u>4</u>	<u>11</u>	0	<u>2</u>	0	0	0	<u>1</u>	<u>4</u>	<u>4</u>
42	TRAINING WING (EPFO)	<u>20</u>	<u>16</u>	<u>1</u>	<u>15</u>	0	<u>1</u>	<u>5</u>	<u>2</u>	<u>1</u>	<u>4</u>	<u>1</u>	<u>1</u>
43	VADODARA REGION (EPFO)	<u>10</u>	<u>6</u>	<u>2</u>	<u>4</u>	0	0	0	0	0	0	<u>2</u>	<u>2</u>
	TOTAL	743	666	183	477	6	52	68	93	73	42	89	59