



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/8248

Date: .07.2017

28 JUL 2017

To

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

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

**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.

Madam/Sir,

As intimated, it is mandatory for the officers in the cadres of Addl. CPFC, RPFC and APFC to submit their self-appraisal and reporting, reviewing and accepting Annual Performance Assessment Report (APAR) for the year 2016-17 through NIC software SPARROW only.

2. As of 28.07.2017, 124 officers have not yet submitted their self-resume to the concerned Reporting Officer. The officers who have not yet submitted are directed to submit their self-resume online immediately and in any case by 04.08.2017. Officers who fail to submit their self-resume by 04.08.2017 may be denied the opportunity to do so thereafter and their APARs may be forwarded to the concerned Reporting Officer.

3. It is advised to read the instructions/guidelines issued vide references cited above before submitting the self-resume. In case of any issue, following officer may be contacted or mail may be sent to [apar.hrm@epfindia.gov.in](mailto:apar.hrm@epfindia.gov.in):

**Shri Raushan Kumar, APFC - 9013748499**

Yours faithfully,

*Chandamaul*  
28/07/2017  
(C. Chakraborty)

Addl. Central PF Commissioner (HRM)

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