



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
अम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
भविष्य निधि भवन / Bhavishya Nidhi Bhawan
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Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in

No. APAR-12/2015-16/SPARROW/Part File/ 19183/

Date: .11.2017

To

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

28 NOV 2017

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.

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. 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 Regional Office is enclosed for ready reference. PAR Custodians of Regional Offices can also view from their account login the details of pendency at each level

2. NIC has informed that they will perform closure activity of SPARROW application in December, 2017 and, hence, all the APARs pending at any level at the midnight of 31.12.2017 shall be closed at that level itself.

3. Therefore, officers who have not yet submitted their self-resume to the concerned Reporting Authority or have not yet assessed APARs of their subordinates through SPARROW application are given the final opportunity to complete the same immediately or latest by the deadline indicated as under:-

Level	Deadline
Officer reported upon	30.11.2017
Reporting Authority	04.12.2017
Reviewing Authority	07.12.2017
Accepting Authority	11.12.2017

4. All the PAR Custodians in respect of Regional Offices and ASD, Head Office are to ensure completion of APARs as per above mentioned deadline. In case an APAR is pending at any level beyond the deadline, the PAR Custodians are to use the functionality of '**Force Forward**' given in their accounts login to send the pending APAR to the next level so as to ensure adherence to the given time-schedule.

5. It is advised to read the instructions/guidelines issued vide circulars referred above before submitting the self-resume or assessing the APAR. In case of any issue, following officer may be contacted or mail may be sent to apar.hrm@epfindia.gov.in:

Shri Raushan Kumar, APFC - 9013748499

Encl.: Dashboard report.

Yours faithfully,



(K. V. Sarveswaran)

Addl. Central PF Commissioner (HQ)

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

SPARROW DASHBOARD REPORT AS ON 21.11.2017

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	<u>4</u>	<u>10</u>	0	<u>1</u>	0	0
2	BANDRA REGION (EPFO)	<u>20</u>	<u>15</u>	0	<u>15</u>	0	<u>1</u>	<u>7</u>	<u>2</u>	<u>5</u>	0	0	0
3	BANGALORE REGION (EPFO)	<u>21</u>	<u>18</u>	0	<u>18</u>	0	0	0	<u>2</u>	0	<u>3</u>	<u>5</u>	<u>8</u>
4	BHUBANESHWAR REGION (EPFO)	<u>18</u>	<u>16</u>	0	<u>14</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>1</u>	<u>1</u>	<u>3</u>	<u>1</u>
5	CHANDIGARH REGION (EPFO)	<u>14</u>	<u>14</u>	0	<u>14</u>	0	0	<u>5</u>	<u>3</u>	<u>6</u>	0	0	0
6	CHENNAI REGION (EPFO)	<u>19</u>	<u>18</u>	<u>1</u>	<u>17</u>	0	<u>4</u>	<u>1</u>	<u>2</u>	0	0	<u>9</u>	<u>1</u>
7	COIMBATORE REGION (EPFO)	<u>16</u>	<u>13</u>	0	<u>13</u>	0	<u>1</u>	<u>5</u>	<u>6</u>	0	<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>16</u>	<u>3</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>4</u>	<u>4</u>	<u>6</u>	0	0	0
11	FARIDABAD REGION (EPFO)	<u>21</u>	<u>22</u>	0	<u>22</u>	0	<u>4</u>	<u>8</u>	<u>6</u>	0	<u>4</u>	0	0
12	GOA REGION (EPFO)	<u>6</u>	<u>5</u>	0	<u>5</u>	0	0	0	<u>1</u>	0	0	<u>4</u>	0

13	GULBARGA REGION (EPFO)	<u>9</u>	<u>8</u>	<u>3</u>	<u>5</u>	0	0	0	<u>1</u>	0	0	<u>3</u>	0
14	GUNTUR REGION (EPFO)	<u>15</u>	<u>15</u>	0	<u>14</u>	<u>1</u>	<u>2</u>	0	<u>1</u>	<u>3</u>	0	<u>5</u>	<u>3</u>
15	GURGAON REGION (EPFO)	<u>17</u>	<u>21</u>	<u>3</u>	<u>18</u>	0	<u>6</u>	<u>2</u>	<u>1</u>	<u>4</u>	0	<u>4</u>	<u>1</u>
16	GUWAHATI REGION (EPFO)	<u>10</u>	<u>9</u>	0	<u>9</u>	0	<u>1</u>	0	<u>1</u>	0	<u>7</u>	0	0
17	HEAD OFFICE, ADMINISTRATIVE SERVICES DIVISION (EPFO)	<u>75</u>	<u>79</u>	<u>1</u>	<u>74</u>	<u>4</u>	<u>21</u>	<u>21</u>	<u>24</u>	<u>5</u>	<u>1</u>	0	<u>2</u>
18	HYDERABAD REGION (EPFO)	<u>26</u>	<u>23</u>	0	<u>23</u>	0	<u>1</u>	<u>1</u>	<u>3</u>	<u>9</u>	<u>9</u>	0	0
19	INDORE REGION (EPFO)	<u>24</u>	<u>23</u>	0	<u>23</u>	0	<u>1</u>	<u>13</u>	<u>8</u>	0	<u>1</u>	0	0
20	JAIPUR REGION (EPFO)	<u>21</u>	<u>20</u>	<u>9</u>	<u>11</u>	0	<u>1</u>	<u>1</u>	<u>1</u>	0	0	<u>7</u>	<u>1</u>
21	JALPAIGURI REGION (EPFO)	<u>17</u>	<u>13</u>	0	<u>13</u>	0	<u>2</u>	<u>1</u>	<u>7</u>	0	<u>3</u>	0	0
22	KANDIVALI REGION (EPFO)	<u>15</u>	<u>14</u>	0	<u>14</u>	0	<u>2</u>	<u>2</u>	<u>2</u>	<u>8</u>	0	0	0
23	KANPUR REGION (EPFO)	<u>24</u>	<u>23</u>	0	<u>23</u>	0	<u>6</u>	<u>6</u>	<u>7</u>	<u>4</u>	0	0	0
24	KOLKATA REGION (EPFO)	<u>28</u>	<u>24</u>	<u>6</u>	<u>18</u>	0	<u>1</u>	<u>3</u>	<u>1</u>	0	<u>4</u>	<u>7</u>	<u>2</u>
25	LUDHIANA REGION (EPFO)	<u>20</u>	<u>17</u>	<u>8</u>	<u>9</u>	0	<u>1</u>	0	<u>1</u>	0	0	<u>5</u>	<u>2</u>
26	MADURAI REGION (EPFO)	<u>11</u>	<u>7</u>	0	<u>7</u>	0	<u>1</u>	0	<u>1</u>	0	<u>3</u>	0	<u>2</u>
27	MANGALORE REGION (EPFO)	<u>17</u>	<u>15</u>	<u>6</u>	<u>9</u>	0	0	0	<u>1</u>	0	<u>5</u>	<u>2</u>	0
28	MEERUT REGION (EPFO)	<u>22</u>	<u>20</u>	0	<u>20</u>	0	<u>3</u>	<u>9</u>	<u>8</u>	0	0	0	0
29	NAGPUR REGION (EPFO)	<u>12</u>	<u>10</u>	0	<u>10</u>	0	0	<u>7</u>	<u>2</u>	0	<u>1</u>	0	0

30	NIZAMABAD REGION (EPFO)	<u>8</u>	<u>8</u>	<u>1</u>	<u>7</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>4</u>	<u>2</u>	<u>0</u>
31	No Organisation	<u>11</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
32	PATNA REGION (EPFO)	<u>8</u>	<u>9</u>	<u>0</u>	<u>9</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>4</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>
33	PEENYA REGION (EPFO)	<u>21</u>	<u>19</u>	<u>7</u>	<u>12</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>5</u>	<u>2</u>	<u>0</u>
34	PUNE REGION (EPFO)	<u>15</u>	<u>13</u>	<u>0</u>	<u>13</u>	<u>0</u>	<u>0</u>	<u>9</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
35	RAIPUR REGION (EPFO)	<u>8</u>	<u>4</u>	<u>0</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>
36	RANCHI REGION (EPFO)	<u>11</u>	<u>10</u>	<u>4</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>2</u>	<u>1</u>	<u>2</u>
37	SHIMLA REGION (EPFO)	<u>5</u>	<u>4</u>	<u>0</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
38	SURAT REGION (EPFO)	<u>15</u>	<u>14</u>	<u>10</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>2</u>
39	TAMBARAM REGION (EPFO)	<u>12</u>	<u>10</u>	<u>0</u>	<u>10</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7</u>	<u>3</u>	<u>0</u>
40	THANE REGION (EPFO)	<u>15</u>	<u>16</u>	<u>0</u>	<u>16</u>	<u>0</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>8</u>	<u>0</u>	<u>2</u>	<u>0</u>
	THIRUVANANTHAPURAM REGION (EPFO)	<u>21</u>	<u>15</u>	<u>1</u>	<u>14</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>3</u>	<u>6</u>	<u>2</u>
42	TRAINING WING (EPFO)	<u>20</u>	<u>16</u>	<u>1</u>	<u>15</u>	<u>0</u>	<u>1</u>	<u>6</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
43	VADODARA REGION (EPFO)	<u>10</u>	<u>6</u>	<u>0</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>3</u>	<u>1</u>
	TOTAL	742	666	61	598	7	73	142	140	67	65	75	34