



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

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110 066

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

File no. APAR-12/2015-16/SPARROW/585

Dated: 12 APR 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 .

Madam/ Sir,

Attention is invited to Headquarter letter of even number dated 24.01.2017 'Head Office Circular' , on the above mention subject, wherein it had been informed that it shall be mandatory for all officers in the cadre of Additional CPFC, RPFC and APFC to submit their self appraisal or reporting, reviewing, accepting the APAR of the subordinate and monitoring of the APAR through electronic mode only.

2. It is informed that from this year onwards, a third level of writing of APAR has also been introduced i.e. of Accepting Authority. An Accepting Authority means the authority which supervises the performance of the Reviewing Authority. It is important to note that where CPFC or the Secretary, Ministry of Labour and Employment is the Reviewing Officer, the role of Accepting authority shall be performed by the Reviewing Officer itself.

3. In this connection, necessary action has been taken for creation of the login ID of the officers as well as for the Nodal Officers, PAR Custodian, PAR Manager, and EMD Manager on the basis of information provided by the respective regional offices. The details of the login ID and roles created for each RO is being sent separately through e-mail in the official ID.

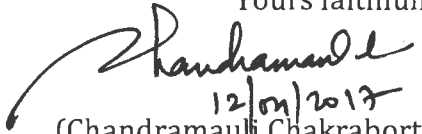
4. Brief training on the creation of work flow and use of the Sparrow System had already been held on 7th-8th March through Video Conferencing. It is now necessary for all ROs to create the work flow in respect of all officers in the cadre of Additional CPFC, RPFC and APFC who had worked in the region during the year 2016-17. This activity is to be carried out by erstwhile 40 ROs, PDUNASS and Head Office in respect of all the officers under their jurisdiction during the pre organizational restructuring.

5. The APAR for all officers should be generated and sent in the inbox of the concerned officers latest by 21st April , 2017 so that the next activity of writing APAR be carried out thereafter. In case of any issue, problem, the same may be sent by e-mail to apar.hrm@epfindia.gov.in

6. Following guidelines are important 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. Email ID is to be entered in full e.g. abc@epfindia.gov.in rather than the user ID used for opening of Email account. Password for SPARROW shall remain the same as used for Email account.

Yours faithfully,



12/01/2017

(Chandramauli Chakraborty)

Addl. Central P. F. Commissioner (HRM)