



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



No. APAR-12/2015-16/SPARROW/ 28270/

Date: .03.2018

To

09 MAR 2018

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.
 (vi) Circular No. APAR-12/2015-16/SPARROW/22325 dated 28.12.2017.
 (vii) Circular No. APAR-12/2015-16/SPARROW/22325 dated 12.02.2018.

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. As APAR for the year 2017-18 is about to be generated, it is expedient to close the APAR for the year 2016-17. Further, APARs are required for various purposes related to service matter which may get affected due to non-completion of APARs.

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 requested to complete the same immediately or latest by the deadline indicated as under:

Level	Deadline for completing APARs/ Self-resume pending in Inbox	Deadline for completing APARs to be received after issue of this circular
Officer reported upon	14.03.2018	-----
Reporting Authority		19.03.2018
Reviewing Authority		21.03.2018
Accepting Authority		23.03.2018

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 same may be 'force forwarded' to the next level. In such cases, adverse entries may be made in the APAR of the officers responsible for non-completion of the APAR.

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

Yours faithfully,

Encl.: Dashboard report.

(K. V. Sarveswaran)

Addl. Central PF Commissioner (HQ)

Copy to:

1. RPFC, NDC - for uploading this circular on the website.
2. PPS to CPFC.
3. PPS to Secretary, Ministry of Labour & Employment.

Level	Reporting Authority	Assessing Authority
Self report pending in initial	14.03.2018	14.03.2018
Self report pending in review	14.03.2018	14.03.2018
Self report pending in final	14.03.2018	14.03.2018
Self report pending in final	14.03.2018	14.03.2018

As on 09.03.2018

S. No.	Organization	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>67</u>	<u>15</u>	<u>11</u>	<u>4</u>	0	0	0	1	1	1	1	0
2.	BANDRA REGION (EPFO)	<u>91</u>	<u>15</u>	<u>7</u>	<u>8</u>	0	0	2	1	0	0	4	0
3.	BANGALORE REGION (EPFO)	<u>20</u>	<u>18</u>	<u>16</u>	<u>2</u>	0	0	0	1	1	0	0	0
4.	BHUBANESHWAR REGION (EPFO)	<u>40</u>	<u>16</u>	<u>6</u>	<u>9</u>	1	2	2	0	4	0	1	0
5.	CHANDIGARH REGION (EPFO)	<u>60</u>	<u>14</u>	0	<u>14</u>	0	0	2	2	2	7	0	1
6.	CHENNAI REGION (EPFO)	<u>96</u>	<u>14</u>	<u>13</u>	1	0	0	0	1	0	0	0	0
7.	COIMBATORE REGION (EPFO)	<u>73</u>	<u>13</u>	<u>6</u>	<u>7</u>	0	1	0	1	1	0	4	0
8.	DEHRADUN REGION (EPFO)	<u>22</u>	<u>9</u>	0	<u>9</u>	0	1	1	3	1	1	0	2
9.	DELHI (NORTH) REGION (EPFO)	<u>43</u>	<u>22</u>	0	<u>22</u>	0	1	13	7	0	0	0	1
10.	DELHI SOUTH REGION (EPFO)	<u>36</u>	<u>14</u>	0	<u>14</u>	0	0	3	4	4	3	0	0
11.	FARIDABAD REGION (EPFO)	<u>67</u>	<u>22</u>	<u>14</u>	<u>8</u>	0	1	1	4	0	0	0	2
12.	GOA REGION (EPFO)	<u>31</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>8</u>	0	0	0	0	0	0	0	0	0
14.	GUNTUR REGION (EPFO)	<u>42</u>	<u>15</u>	<u>6</u>	<u>8</u>	1	0	1	1	3	0	3	0
15.	GURGAON REGION (EPFO)	<u>32</u>	<u>21</u>	<u>15</u>	<u>6</u>	0	1	1	0	3	0	1	0
16.	GUWAHATI REGION (EPFO)	<u>16</u>	<u>9</u>	<u>9</u>	0	0	0	0	0	0	0	0	0
17.	HEAD OFFICE, ADMINISTRATIVE SERVICES DIVISION (EPFO)	<u>224</u>	<u>78</u>	<u>17</u>	<u>58</u>	3	12	3	14	18	0	9	2
18.	HYDERABAD REGION (EPFO)	<u>126</u>	<u>23</u>	<u>9</u>	<u>14</u>	0	0	2	1	9	0	2	0
19.	INDORE REGION (EPFO)	<u>40</u>	<u>23</u>	<u>13</u>	<u>10</u>	0	0	0	0	1	1	7	1
20.	JAIPUR REGION (EPFO)	<u>53</u>	<u>20</u>	<u>20</u>	0	0	0	0	0	0	0	0	0
21.	JALPAIGURI REGION (EPFO)	<u>35</u>	<u>13</u>	<u>10</u>	<u>3</u>	0	0	0	1	1	0	0	0
22.	KANDIVALI REGION (EPFO)	<u>64</u>	<u>14</u>	<u>12</u>	<u>2</u>	0	0	0	0	0	1	0	0

23.	KANPUR REGION (EPFO)	<u>65</u>	<u>23</u>	<u>4</u>	<u>19</u>	0	<u>3</u>	0	<u>6</u>	<u>9</u>	0	0	1
24.	KOLKATA REGION (EPFO)	<u>142</u>	<u>24</u>	<u>19</u>	<u>5</u>	0	0	0	<u>1</u>	<u>1</u>	0	<u>2</u>	0
25.	LUDHIANA REGION (EPFO)	<u>49</u>	<u>17</u>	<u>16</u>	<u>1</u>	0	0	0	0	0	0	<u>1</u>	0
26.	MADURAI REGION (EPFO)	<u>168</u>	<u>7</u>	<u>7</u>	0	0	0	0	0	0	0	0	0
27.	MANGALORE REGION (EPFO)	<u>15</u>	<u>15</u>	<u>15</u>	0	0	0	0	0	0	0	0	0
28.	MEERUT REGION (EPFO)	<u>44</u>	<u>20</u>	0	<u>20</u>	0	<u>1</u>	<u>5</u>	<u>14</u>	0	0	0	0
29.	NAGPUR REGION (EPFO)	<u>26</u>	<u>10</u>	<u>10</u>	0	0	0	0	0	0	0	0	0
30.	NIZAMABAD REGION (EPFO)	<u>21</u>	<u>8</u>	<u>2</u>	<u>6</u>	0	0	0	0	0	<u>4</u>	<u>2</u>	0
31.	PATNA REGION (EPFO)	<u>20</u>	<u>8</u>	<u>5</u>	<u>3</u>	0	0	0	<u>1</u>	0	0	<u>1</u>	<u>1</u>
32.	PEENYA REGION (EPFO)	<u>52</u>	<u>19</u>	<u>19</u>	0	0	0	0	0	0	0	0	0
33.	PUNE REGION (EPFO)	<u>84</u>	<u>13</u>	<u>8</u>	<u>5</u>	0	0	<u>2</u>	0	0	<u>2</u>	<u>1</u>	0
34.	RAIPUR REGION (EPFO)	<u>51</u>	<u>4</u>	<u>4</u>	0	0	0	0	0	0	0	0	0
35.	RANCHI REGION (EPFO)	<u>29</u>	<u>10</u>	<u>10</u>	0	0	0	0	0	0	0	0	0
36.	SHIMLA REGION (EPFO)	<u>39</u>	<u>4</u>	0	<u>4</u>	0	0	0	0	0	<u>4</u>	0	0
37.	SURAT REGION (EPFO)	<u>39</u>	<u>14</u>	<u>13</u>	<u>1</u>	0	0	0	0	0	0	<u>1</u>	0
38.	TAMBARAM REGION (EPFO)	<u>38</u>	<u>10</u>	<u>10</u>	0	0	0	0	0	0	0	0	0
39.	THANE REGION (EPFO)	<u>80</u>	<u>16</u>	<u>16</u>	0	0	0	0	0	0	0	0	0
40.	THIRUVANANT HAPURAM REGION (EPFO)	<u>50</u>	<u>15</u>	<u>13</u>	<u>2</u>	0	<u>2</u>	0	0	0	0	0	0
41.	TRAINING WING (EPFO)	<u>40</u>	<u>16</u>	<u>8</u>	<u>8</u>	0	0	0	<u>3</u>	<u>5</u>	0	0	0
42.	VADODARA REGION (EPFO)	<u>42</u>	<u>6</u>	<u>6</u>	0	0	0	0	0	0	0	0	0
	TOTAL	4063	660	382	273	5	25	38	67	64	24	40	11