



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/Part File-II/

Date: .02.2018

To

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

12 FEB 2018

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

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 also directed *vide* circular dated 28.11.2017 to ensure completion of APARs as per the deadline indicated therein and to use '**Force Forward**' functionality 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. As a last measure, NIC has been requested to keep the closure activity on hold till 28.02.2018, which means closure of all the APARs for 2016-17 pending at any level at the midnight of 28.02.2018.

4. Therefore, all the officers may be directed to **complete APAR-related activity pending in their SPARROW login/account immediately or latest by 28.02.2018.** Non-availability of APARs may affect important service matters including promotion of officers. Therefore, in terms of DoP&T OM No. 21011/02/2009-Estt.(A) dated 16.02.2009, explanation of the concerned officers may be called for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification, a written warning for delay in completing the APAR may be placed in the APAR folder of the defaulting officer.

Yours faithfully,

Encl.: Dashboard report.

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

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

As on 12.02.2018

S.No.	Organization	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	<u>15</u>	<u>8</u>	<u>7</u>	0	0	0	<u>1</u>	<u>2</u>	0	<u>1</u>	<u>3</u>
2.	BANDRA REGION	<u>15</u>	<u>7</u>	<u>8</u>	0	0	<u>2</u>	<u>1</u>	<u>1</u>	0	<u>3</u>	0
3.	BANGALORE REGION	<u>18</u>	<u>16</u>	<u>2</u>	0	0	0	<u>1</u>	<u>1</u>	0	0	0
4.	BHUBANESHWAR REGION	<u>16</u>	<u>6</u>	<u>9</u>	1	<u>2</u>	<u>2</u>	0	<u>4</u>	0	<u>1</u>	0
5.	CHANDIGARH REGION	<u>14</u>	0	<u>14</u>	0	0	<u>2</u>	<u>2</u>	<u>2</u>	<u>7</u>	0	<u>1</u>
6.	CHENNAI REGION	<u>14</u>	<u>13</u>	<u>1</u>	0	0	0	<u>1</u>	0	0	0	0
7.	COIMBATORE REGION	<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	<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	<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	<u>14</u>	0	<u>14</u>	0	0	<u>3</u>	<u>4</u>	<u>4</u>	<u>3</u>	0	0
11.	FARIDABAD REGION	<u>22</u>	<u>14</u>	<u>8</u>	0	<u>1</u>	<u>1</u>	<u>4</u>	0	0	0	<u>2</u>
12.	GOA REGION	<u>5</u>	<u>5</u>	0	0	0	0	0	0	0	0	0
13.	GULBARGA REGION	<u>8</u>	<u>8</u>	0	0	0	0	0	0	0	0	0
14.	GUNTUR REGION	<u>15</u>	<u>6</u>	<u>8</u>	1	0	<u>1</u>	<u>1</u>	<u>3</u>	0	<u>3</u>	0
15.	GURGAON REGION	<u>21</u>	<u>14</u>	<u>7</u>	0	<u>2</u>	<u>1</u>	0	<u>2</u>	0	<u>2</u>	0
16.	GUWAHATI REGION	<u>9</u>	<u>8</u>	<u>1</u>	0	0	0	0	0	0	<u>1</u>	0
17.	HEAD OFFICE	<u>78</u>	<u>11</u>	<u>64</u>	<u>3</u>	<u>13</u>	<u>6</u>	<u>21</u>	<u>18</u>	0	<u>5</u>	<u>1</u>
18.	HYDERABAD REGION	<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	<u>23</u>	<u>5</u>	<u>18</u>	0	0	0	0	<u>2</u>	0	<u>13</u>	<u>3</u>
20.	JAIPUR REGION	<u>20</u>	<u>20</u>	0	0	0	0	0	0	0	0	0
21.	JALPAIGURI REGION	<u>13</u>	<u>10</u>	<u>3</u>	0	0	0	<u>1</u>	<u>1</u>	<u>1</u>	0	0

22.	KANDIVALI REGION	<u>14</u>	<u>12</u>	<u>2</u>	0	0	0	0	<u>1</u>	0	0	0
23.	KANPUR REGION	<u>23</u>	<u>4</u>	<u>19</u>	0	<u>3</u>	0	<u>6</u>	<u>10</u>	0	0	0
24.	KOLKATA REGION	<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	<u>17</u>	<u>16</u>	<u>1</u>	0	0	0	0	0	0	<u>1</u>	0
26.	MADURAI REGION	<u>7</u>	<u>5</u>	<u>2</u>	0	0	0	0	<u>1</u>	0	<u>1</u>	0
27.	MANGALORE REGION	<u>15</u>	<u>15</u>	0	0	0	0	0	0	0	0	0
28.	MEERUT REGION	<u>20</u>	0	<u>20</u>	0	<u>1</u>	<u>5</u>	<u>14</u>	0	0	0	0
29.	NAGPUR REGION	<u>10</u>	<u>10</u>	0	0	0	0	0	0	0	0	0
30.	NIZAMABAD REGION	<u>8</u>	<u>2</u>	<u>6</u>	0	0	0	0	0	<u>4</u>	<u>2</u>	0
31.	PATNA REGION	<u>8</u>	<u>5</u>	<u>3</u>	0	0	0	<u>1</u>	<u>2</u>	0	0	0
32.	PEENYA REGION	<u>19</u>	<u>18</u>	<u>1</u>	0	0	0	0	<u>1</u>	0	0	0
33.	PUNE REGION	<u>13</u>	<u>8</u>	<u>5</u>	0	0	<u>2</u>	0	<u>2</u>	0	<u>1</u>	0
34.	RAIPUR REGION	<u>4</u>	<u>4</u>	0	0	0	0	0	0	0	0	0
35.	RANCHI REGION	<u>10</u>	<u>10</u>	0	0	0	0	0	0	0	0	0
36.	SHIMLA REGION	<u>4</u>	0	<u>4</u>	0	0	0	0	<u>2</u>	<u>2</u>	0	0
37.	SURAT REGION	<u>14</u>	<u>13</u>	<u>1</u>	0	0	0	0	0	0	<u>1</u>	0
38.	TAMBARAM REGION	<u>10</u>	<u>10</u>	0	0	0	0	0	0	0	0	0
39.	THANE REGION	<u>16</u>	<u>5</u>	<u>11</u>	0	0	0	0	<u>1</u>	0	<u>7</u>	<u>3</u>
40.	THIRUVANANTHAPURAM REGION	<u>15</u>	<u>13</u>	<u>2</u>	0	<u>2</u>	0	0	0	0	0	0
41.	TRAINING WING	<u>16</u>	<u>6</u>	<u>10</u>	0	0	<u>1</u>	<u>3</u>	<u>4</u>	0	<u>1</u>	<u>1</u>
42.	VADODARA REGION	<u>6</u>	<u>6</u>	0	0	0	0	0	0	0	0	0
	TOTAL	660	340	315	5	28	41	79	82	18	48	17