



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
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No. APAR-12/2015-16/SPARROW/2012

Date: .2018

To

25 APR 2018

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

Subject: Electronic submission of APAR for the year 2017-18 through SPARROW software – reg.

Madam/Sir,

Annual Performance Assessment Report (APAR) for the year 2016-17 in respect of officers in the cadres of Addl. CPFC, RPFC and APFC was submitted through SPARROW Software. Now, APAR for the year 2017-18 in respect of the aforesaid grades are to be submitted through SPARROW.

2. It has been further decided that from the reporting year 2017-18, APAR in respect of other cadres has also to be generated online through SPARROW portal for which necessary infrastructure is being deployed. A separate circular in this regard shall be issued in due course. Therefore, keeping this decision in view, **no APAR in paper-based format in respect of any cadre/post may be printed, generated or circulated.**

3. As regards APAR for the year 2017-18 in respect of the cadres of Addl. CPFC, RPFC and APFC as in the previous year, the following are to be carried out in a time bound manner:-

- (i) **Workflow to determine movement of APAR:** Workflow in SPARROW in respect of each officer may be created by the office where he/she is posted viz. ZO, RO, ASD-HO or PDNASS. There may be single Workflow for the whole year or multiple Workflows for each broken periods depending on the posting of the officer during the assessment year under various Reporting/Reviewing Authorities. To simplify the procedure, it has been decided that Reviewing and Accepting Authorities in all Workflows shall be the same officer. Utmost care must be taken in selecting Reporting and Reviewing Authorities in the Workflow and it is advised that names of such Authorities may be obtained in advance from the records of work assignment in the present/previous office(s).
- (ii) **Generation of APAR with Part-I:** Immediately after creation of Workflow, all offices viz. ZO, RO, ASD-HO and PDNASS must generate APAR with Part-I(Personal Data) thereof duly filled in respect of each officer so that the same is sent to their SPARROW Inbox for submission of self-resume by them.

- (iii) If the system does not show name of an officer whose Workflow is to be created, it may be due to the reason that his/her SPARROW account may not have been created or it may have been created by an office other than his/her present office but transfer/posting details have not been updated. SPARROW accounts can be created by APFC(Admn) of the concerned office who has already been assigned EMD Creator role. Updation of transfer/posting details in SPARROW account can be done by 'Verifier'.
- (iv) **Roles available in SPARROW:** Following types of role are available in SPARROW and assigned to concerned official for carrying out various tasks:-

Role	Definition	Officer
PAR Custodian (Primary)	Responsible for generating APAR, sending it to concerned officers and finally closing the APAR after completion	RPFC/OIC of the Office
PAR Custodian (Alternate)	Performs the role of Custodian in the absence of Primary Custodian	RPFC(Admn)
PAR Manager	Create workflow to set channel of submission of APAR	APFC
EMD Creator	Entrusted with the rights of creation of new users accounts in SPARROW	APFC(Adm)
EMD Verifier	Authorised to verify the particulars entered by the Creator. He can update transfer/posting details	APFC other than EMD Creator

Note: It may be ensured by each office that all the above roles have already been assigned to the concerned officials. In case of non-assignment of roles or change of officials, the details may be intimated to Head Office at the mail id mentioned herein below so that needful can be done.

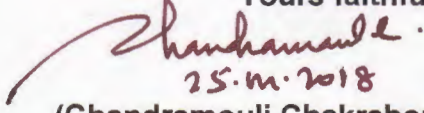
- (v) **Submission of Resume & Reporting/Review of APAR using e-Sign:**
- Once APAR is received in the SPARROW Inbox of the officer reported upon, he/she has to submit self-resume using e-Sign option given in the software. Those officers who are required to undergo mandatory medical examination must upload the Medical Report while submitting self-resume. Once self-resume is submitted, there is no option to upload Medical Report subsequently.
 - On submission of self-resume by the officer reported upon, system pushes the APAR to the next level i.e. Reporting Authority who has to assess the same and submit the APAR using e-Sign option.
 - Thereafter, Reviewing/Accepting Authority has to assess the APAR and submit the same using e-Sign option.

- (vi) **Disclosure of APAR, Representation & Closure of APAR:** On assessment by Reviewing/Accepting Authority, the APAR shall go to the SPARROW Inbox of PAR Custodian for disclosure to the officer reported upon who can accept the same or choose to submit representation, as the case may be. If the officer chooses to submit representation against the APAR grading/remarks, he has to first ask the PAR Custodian to update his/her Workflow to define movement of representation. On acceptance of APAR/disposal of representation, PAR Custodian has to close the APAR using e-Sign option.

4. With a view to ensure timely completion of APAR for the year 2017-18, the deadline for completing the following activities is mentioned against each:

Activities	Deadline
Creation of Workflow and Generation of APAR	25.04.2018
Submission of self-resume by officer reported upon to Reporting Officer	30.04.2018
Submission of report by Reporting Officer to Reviewing Officer	30.06.2018
Report to be completed by Reviewing/Accepting Officer	31.07.2018
Disclosure to the officer reported upon	05.08.2018
Submission of representation, if any, on APAR	15 days from the date of disclosure
Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
End of entire APAR process	30th November

5. In case of any issue, mail may be sent to apar.hrm@epfindia.gov.in or APFC(APAR) in Head Office may be contacted.

Yours faithfully,

25.11.2018
(Chandramouli Chakraborty)
Addl. Central PF Commissioner (HRM)

Copy to:

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