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EPFO, HEAD OFFICE  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
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No. HRM-IX/APAR/2021-2022/Mapping

9323.

Dated:

0 JUL 2022

To

All Addl. CPFCs (Zones) including ACC (HQ)  
The Director (PDNASS)  
All RPFCs/OIC in-charge of ROs/ASD-HO/ZTIs/DOs

**Subject:- Electronic submission of Annual Performance Assessment Report (APAR) for the year 2021-2022 mandatorily through HR-Soft application software in respect of Group 'B' and 'C' cadres – Regarding.**

*Reference:- This office letter No HRM-IX/APAR/2021-2022/8245 dated 13.06.2022.*

Madam/Sir,

APAR Custodian of all field functionaries including Head Office were requested to complete the task of mapping Reporting and Reviewing Officer by 30<sup>th</sup> June 2022 as per the procedure outlined in the user Manual for APAR Custodian so that officers in the cadre of ACC(HQ), ACC, RPFC-I, RPFC-II, APFC, DD(Vig), DD(IS), AD(IS), DD(OL), AD(OL), Director (OL), Section Officer and EO/AO can submit their self appraisal to report, review and monitor the APAR of their subordinates through APAR filling module in the HR-Soft application software of EPFO. However, a few offices reported that the task of mapping could not be finalized by 30<sup>th</sup> June 2022 and hence the functionality may be reopened. The matter was accordingly considered and it has been decided to re-open the functionality till **31<sup>st</sup> July 2022**. Hence, the task of mapping by the APAR Custodian must be completed by this date so that timeline for completion of various APARs activities for the year 2021-2022 can be circulated.

2. Also, it has been further decided that the APAR (2021-2022) in respect of the all other cadres other than the above shall also be processed through electronic mode only. For this, IS Division at NDC has been requested to make necessary arrangements in the HR Soft application software for filling APAR by all cadres of EPFO including Group 'B' and 'C' cadre.

3. In view of above, APAR Custodian of all field functionaries (including Head Office) are requested to complete the task of mapping the Reporting and Reviewing in respect of all other cadres also by **31<sup>st</sup> July 2022** as per the procedure outlined in the user Manual on APAR Custodian.

[This issues with the approval of ACC (HR).]

Yours faithfully,

(Ravindra Babra)

Regional P.F. Commissioner-I (HRM-IX)