



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA)
मुख्य कार्यालय/Head Office
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File No. APAR/2021/HRSoft_APAR/Extensionoftimeline

Dated:

20 MAY 2022

20 MAY 2022

To

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

Subject:- Extension of timelines for electronic submission of Annual Performance Assessment Report (APAR) for the year 2020-2021 through HR soft application software – regarding.

Madam/Sir,

Please refer to Head Office circular No. APAR-12/2015-16/SPAR5ROW/Pat-IV/1346 dated 10th September 2021 on the subject cited above.

2. In this connection, the timeline for disclosure of APAR and appeal process for the year 2020-2021 has been revised as under:-

S.N	ACTIVITIES	DEADLINE
1	Disclosure of APAR to the officer reported upon	20 th May 2022
2	Submission of appeal, if any, on APAR by the officer to the APAR custodian	Within 15 days from the date of disclosure
3	Forwarding of appeal of the officer by the APAR Custodian to the Competent Authority	5 th August 2022
4	Disposal of appeal by the Competent Authority (i.e from sending the appeal to the Reporting/Reviewing Officer and to communicate the decision on the appeal to the APAR custodian)	
5	Communication of the decision of the Competent Authority by the APAR Custodian to the officer concerned	
6	End of entire APAR process after which the APAR will be finally taken on record	20 th August 2022

Competent Authority: One level higher than the Reviewing Authority.

3. Step by step guide on APAR appeal functionality is attached herewith for ready reference.

4. As per the requirement of the HR soft application software, the appeal should be made in English only as database cannot store the details in Hindi font.

[This issues with the approval of ACC-HR]

Yours faithfully,

(Ravindra Babra)

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

Copy to (through EPFO website) for information and necessary action:-

1. RPFC (NDC) for web upload.
2. P.S to CPFC, FA&CAO and CVO for information.
3. Hindi Section for Hindi version.

STEP BY STEP GUIDE FOR APAR APPEAL FUNCTIONALITY

APAR Appeal

When the date of disclosure for APAR come, the APAR is visible to the employees and APAR Custodian. The Employee can file Appeal to the authority. For this a functionality named File/View Appeal is provided in the EPF Employee user login. The flow of the Appeal is given below:-

EPF Employee login >> File Appeal >> APAR Custodian >> forwards to Competent Authority >> Competent Authority sends the Appeal to Reporting Officer >> Reporting Officer forwards the Appeal to Reviewing Officer after taking action >> Reviewing Officer forwards the Appeal to Competent Authority after taking action >> Competent Authority records final decision and revised marks, uploads document and forwards the appeal to APAR Custodian >> APAR Custodian forwards the decision to the EPF Employee login.

- APAR
 - Self APAR
 - APAR For Reporting
 - APAR For Reviewing
 - APAR Report
 - FILE/ VIEW APPEAL
 - ACTION APPEAL

EPF Employee Login

- Click File/View Appeal functionality
- Select Financial Year and SI. No.
- Records Reason and click Submit. Appeal filed, following screen will be displayed:-

REASON FOR APPEAL: APPEAL FILED							
				SUBMIT		Delete	
APPEAL STATUS							
APAR SNO	APAR YR	EID/NAME	APAR DESIG	PERIOD FROM	PERIOD TO	STATUS	REMARKS
1	2020-2021	NU280374058171003, NILENDU MISHRA	RPFC-I	01/04/2020	31/03/2021	SUBMITTED BY APAR CUSTODIAN TO EMPLOYEE	

APAR Custodian Login

Now APAR custodian user logs in. Following screen will be displayed:-

APAR APPEAL FILE

Financial year: 2020-2021

Search

Sno	APAR Year	Period From	Period To	EID	Name/Designation	Reporting Officer	Reviewing officer	View Appeal
1	2020-2021	01/04/2020	31/03/2021	NU280374058171003	NILENDU MISHRA , RPFC-I	NILENDU MISHRA,RPFC-I	NILENDU MISHRA,RPFC-I	View

Click View button. Enter Forwards remarks. Forward to Competent authority by selecting Office, Designation and Name. Following screen will be displayed:-

APPEAL REASON : APPEAL FILED

Forward DETAILS

Remarks: APPEAL FORWARDED

Forward To: COMPETENT AUTHORITY

Office: HEAD OFFICE Designation: RPFC-II Officer: SANJAY KESARI

Competent Authority Login

Click Action Appeal.

Click View. Click checkbox Send to Reporting Officer, enter Remarks, Click Forward button to forward the appeal to the Reporting Officer. Please note that in case the reporting officer has forfeited his right to reporting the checkbox will be disabled and the Competent Authority will be able to forward the task directly to the Reviewing Officer. Following screen will be displayed:-

FILED APPEAL LIST

APPEAL LIST FOR APAR YEAR ▼

ACTION PENDING APPEAL LIST

APAR Year	EID	Name (Desig)	SNo	Period From	Period To	
2020-2021	NU280374058171003	NILENDU MISHRA (RPF-C-I)	1	01/04/2020	31/03/2021	View

ACTION TAKEN APPEAL LIST

No Action Taken History Found

Also the competent authority can reject the appeal by entering remarks and by clicking the Reject button.

Reporting Officer Login

Click Action Appeal functionality. Click View button. Select Agree to Appeal Y/N, Enter Remarks, Enter revised marks and send to Reviewing Officer.

Reviewing Officer Login

Click Action Appeal functionality. Click View button. Select Agree to Appeal Y/N, Enter Remarks, Enter revised marks and send to Competent Authority.

Competent Authority Login

Enter Final Decision/Remarks. Enter Final Revised Marks. Upload document and forward to the APAR Custodian.

APAR Custodian Login

Click Send to employee.

EPF Employee Login

File/View Appeal. Following screen will be displayed:-

REASON FOR APPEAL: APPEAL FILED							
				<input type="button" value="SUBMIT"/>		<input type="button" value="Delete"/>	
APPEAL STATUS							
APAR SNO	APAR YR	EID/NAME	APAR DESIG	PERIOD FROM	PERIOD TO	STATUS	REMARKS
1	2020-2021	NU280374058171003, NILENDU MISHRA	RPFC-I	01/04/2020	31/03/2021	SUBMITTED BY APAR CUSTODIAN TO EMPLOYEE	
1	2020-2021	NU280374058171003, NILENDU MISHRA	RPFC-I	01/04/2020	31/03/2021	COMPETENT AUTHORITY FORWARD TO APAR CUSTODIAN	Final Decision REVIS MARKS-5.70 CA DOCUMENT
1	2020-2021	NU280374058171003, NILENDU MISHRA	RPFC-I	01/04/2020	31/03/2021	SUBMITTED BY APAR CUSTODIAN TO COMPETENT AUTHORITY (SS050962124301298.SANJAY KESARI,RPFC-II)	APPEAL FORWARDED