



कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

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Website: www.epfindia.gov.in, www.epfindia.nic.in



File No. HRD-II/52/2024/APAR/2023-24 / 1288

Dated:

25 FEB 2025

To,

All Additional CPFCs (HQ)/ Director (PDNASS)

All Addl. CPFCs (Zones)

All RPFCs/OIC in charge of ROs/ASD-HO/ZTIs/Dos

Subject: Extension of timelines for submission of Annual Performance Assessment Report (APAR) for the year 2023-24-reg.

Madam/Sir,

Please refer to Head Office circular no. HRD-II/52/2024/APAR/2023-24/1100 dated 24.09.2024 & Circular no. HRD-II/52/2024/APAR/2023-24 / 1153 dated 20.11.2024 regarding timelines for completion of various APAR activities for the year 2023-24.

2. In this connection, the timelines for completion of various APAR activities for the year 2023-24 are revised as under: -

S. No.	Activities	Timeline (Date on or before to be completed)
1	Submission of report by Reporting Officer to Reviewing Officer	28th February, 2025
2	Report to be submitted by Reviewing Officer	05th March, 2025
3	Disclosure of APAR to the officer reported upon	10th March, 2025
4	Submission of representation, if any, on APAR by the officer reported upon	Within 10 days from the date of disclosure i.e. 20th March 2025
5	Forwarding of representation by the APAR Custodian to the Competent Authority	27th March, 2025
6	Disposal of representation by the Competent Authority and forwarding it to APAR Custodian	09th April 2025
7	Communication of the decision of the Competent Authority by the APAR Custodian to the officer reported upon	Within 10 days from the finalization of decision by the Competent Authority i.e. 19th April 2025
8	End of APAR process after which the APAR will be finally taken on record	26th April, 2025

(This issues with the approval of competent authority)

(Indraj Singh)

Regional P.F. Commissioner-II (HRD-II)

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

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