



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्यकार्यालय/ HEAD OFFICE

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File No. HRD-11/65/2025/APAR/2024-25

Dated: 12 FEB 2026

To

All Additional CPFCs (HQ)/ Director (PDNASS)
All Additional CPFCs (Zones)
Additional CPFC (ASD), Head Office/ Additional CPFC (ZTIs) All RPFCS/OIC in
charge of Regional Offices/ District Offices

Sub: Revision of timelines for preparation/ completion of Annual Performance Assessment Report (APAR) for the year 2024-25 through SPARROW-reg.

Ref:

- I. HO Circular No. HRD-11/65/2025/APAR/2024/1407 dated 26.08.2025
- II. HO Circular No. HRD-11/65/2025/APAR/2024-225 dated 22.09.2025
- III. HO Circular No. HRD-11/65/2025/APAR/2024-25/1431_Corrigendum dated 01.10.2025
- IV. HO Circular No. HRD-11/65/2025/APAR/2024-25/13517 dated 06.11.2025
- V. HO Circular No. HRD-11/65/2025/APAR/2024-25/14031 dated 28.11.2025
- VI. HO Circular No. HRD-11/65/2025/APAR/2024-25/14469 dated 17.12.2025
- VII. HO Circular No. HRD-11/65/2025/APAR/2024-25/1477 dated 06.01.2026
- VIII. HO Circular No. HRD-11/65/2025/APAR/2024-25/1477 dated 19.01.2026
- IX. HO Circular No. HRD-11/65/2025/APAR/2024-25/1492 dated 28.01.2026

This is in continuation to the circular dated 28.01.2026 revising the timelines for submission of Annual Performance Assessment Report (APAR) for the year 2024-25 through SPARROW.

2. It has been observed that some of the APARs for the year 2024-25 are still pending at the level of the Reviewing Officer, even after the lapse of last date for comments by the Reviewing Officer (February 09th, 2026), as per the circular dated 28.01.2026.

3. Considering this to be the first year of SPARROW implementation and in view of the pending APARs, the Competent Authority has agreed to further revise the timelines for completion of various APAR activities for the year 2024-25. The revised timelines at the level of reviewing officer have been extended till 16.02.2026, and are as under:

S. No.	Activities	Timeline (Date on or before)	Auto Forward
1	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell	16.02.2026	17.02.2026
2	Disclosure of APAR to the officer reported upon	19.02.2026	–
3	Submission of representation, if any	Within 14 days from the date of disclosure i.e. 05.03.2026	–
4	Forwarding of representation by the APAR Custodian to the Competent Authority	11.03.2026	–
5	Disposal of representation by the Competent Authority and forwarding to APAR Custodian	10.04.2026	–
6	Communication of decision to ORU by the APAR Custodian	Within 3 days from the finalization of decision	–
7	Completion of APAR process and final taking on record	13.04.2026	–

4. It is reiterated that the timelines highlighted are the maximum timelines beyond which the APARs will be automatically pushed to the next level. Reviewing authorities and APAR Custodians are requested to process the cases pending at their level even before the due dates.

5. It is directed to strictly follow the above revised timelines for completion of various APAR activities for the year 2024-25.

(Issues with the approval of the Competent Authority)


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

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