



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

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

Dated:

To,

1336

09 APR 2025

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 2023-2024-reg.

Madam/Sir,

Please refer to Head Office circular no. HRD-II/52/2024/APAR-CIRCULARS/1100 dated 24.09.2025 & Circular no. HRD-II/52/2024/APAR/2023-24/1153 dated 20.11.2024, Circular no. HRD II/52/2024/APAR /2023-24/1288 dated 25.02.2025 and Circular No. HRD II/52/2024/APAR /2023-24/1315 dated 24.03.2025 regarding timelines for completion of various APAR activities.

2. In this connection, the timelines for disclosure of APAR and appeal process for the year 2023-24 has been further revised as under: -

S. No.	Activities	Timeline (Date on or before to be completed)
1	Submission of report by Reporting Officer to Reviewing Officer	24th March, 2025
2	Report to be submitted by Reviewing Officer	09th April, 2025 (04:00PM)
3	Disclosure of APAR to the officer reported upon	09th April, 2025 (04:00PM onwards)
4	Submission of representation, if any, on APAR by the officer reported upon	Within 10 days from the date of disclosure i.e. 19th April 2025
5	Forwarding of representation by the APAR Custodian to the Competent Authority	26th April, 2025
6	Disposal of representation by the Competent Authority and forwarding it to APAR Custodian	03rd May 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. 13th May 2025
8	End of APAR process after which the APAR will be finally taken on record	18th May, 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.