



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्यकार्यालय/ HEAD OFFICE



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

Dated: 22.09.25

To,

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

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

Reference: Submission for Annual Performance Assessment Report (APAR) for the year 2024-25 through SPARROW Circular dated 26.08.2025.

Madam/Sir,

This is in continuation to the circular No.HRD-II/65/2025/APAR/2024-25 dated 26.08.2025 regarding submission for Annual Performance Assessment Report (APAR) for the year 2024-25 through SPARROW.

2. It has been observed that some technical issues have been faced by the custodians during workflow creation and APAR generation, accordingly the Competent Authority has agreed to revise the timelines for completion of various APAR activities for the year 2024-25 as under:-

S. No.	Activities	Timeline (Date on or before to be completed)	Auto Forward
1	Mapping of Reporting and Reviewing Officers	6th October, 2025	-
2	Submission of resume/self-appraisal by the officer reported upon to the Reporting Officer	13 th October, 2025	14 th October, 2025
3	Submission of report by Reporting Officer to Reviewing Officer	3 rd November, 2025	4 th November, 2025
4	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell	23 rd November, 2025	24 th November, 2025

5	Disclosure of APAR to the officer reported upon	30 th November, 2025	-
6	Submission of representation, if any, on APAR by the officer reported upon	Within 15 days from the date of disclosure i.e. 15 th December, 2025	
7	Forwarding of representation by the APAR Custodian to the Competent Authority	22 nd December, 2025	
8	Disposal of representation by the Competent Authority and forwarding it to APAR Custodian	21 st January, 2025	
9	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	
10	End of APAR process after which the APAR will be finally taken on record	31 st January, 2025	

3. Further, it is clarified that in respect of Office-in-charge (OIC) of Regional Offices Reporting Officer will be Zonal heads and Reviewing Officer will be CPFC. Competent Authority 1 and Competent Authority 2 both are same, and is positioned one level above the Reviewing Officer.

4. References have been received that custodians are not able to find the name of some officers while generating the workflow. In this regard it is informed that while workflow creation there are two options: Workflow creation within organisation and Workflow creation with all organisations. The custodian may invariably select the latter i.e., Workflow creation with all organisations, so as to avoid this problem.

5. References have been received that certain cadres like MTS, electrician, driver and other such cadres do not have official email IDs and hence are not registered as SPARROW users. In order to avoid any further delays in the APAR process for the year 2024-25 it has been decided that MTS, electrician, lift operator, driver, and other such cadres shall file their APARs through HR Portal of EPFO for the year 2024-25. The same functionality shall be made live soon and intimated through email.

6. Also references have been received that in some cases reporting or (and) reviewing officer have retired. In this regard the DoPT guidelines (Gazette notification number G.S.R. No. 596(E) dated 16.6.2017) state as follows:

"7A. Restriction on reporting authority, etc. in certain cases. - Notwithstanding anything contained in rules 5, 6 and 7, it shall not be competent for the reporting authority, reviewing authority or accepting authority to write a performance appraisal report where the authority reporting the performance appraisal report is a government servant, after one month of his retirement from service; and in other cases, after one month of the date on which he demits office."

7. Accordingly, in such cases the APAR custodian has to be careful while generating the workflow. In case one month has elapsed since the reporting or (and) reviewing officer has retired, while generating the workflow the following actions are required to be initiated:

- i. At Reporting Officer level: The name of the reporting officer must be selected by the APAR Custodian. In case the name of reporting officer is not visible, it means that the Sparrow account of the reporting officer does not exist and the EMD administrator has to create the account of the Reporting officer through PIMS (refer email dated 18/09/25 for detailed instructions on Sparrow user creation). After selecting the reporting officer name, on right hand side under the "Access Privileges" tab the custodian may click the button "Auto delegation to custodian for manual work". Once this button is switched on, when the Officer Reported Upon (ORU) submits the self-appraisal the APAR will come in to the login of the APAR custodian instead of going to the reporting officer. The APAR custodian has to manually forward it to the next level by using the "Force Forward" option available under the PAR tab available on the Sparrow homepage. After clicking on force forward, search the concerned employee, remove the tick mark by deselecting. Once the tick mark is removed, under "Actions" tab force forward option will be visible and the APAR can be forwarded by the custodian. The APAR is consequently forwarded to the next level with NRC certificate attached for this level.
- ii. At the Reviewing Officer level: under the "Access Privileges" tab the custodian may click the "Skip" button to skip the Reviewing Officer by giving appropriate comments.

8. It is directed to adhere to the timelines for completion of various APAR activities for the year 2024-25.

(This issues with the approval of the Competent Authority)



(Uday Gupta)

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

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- i. PS to CPFC, FA&CAO and CVO for information
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(Uday Gupta)

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