



सत्यमेव जयते

## 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

प्लेट ए, ग्राउंड फ्लोर, ब्लॉक-II, ईस्ट किंदवई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: [www.epfindia.gov.in](http://www.epfindia.gov.in)



File No. HRD-II/65/2025/APAR/2024-25/ 1477

Dated: 06 JAN 2026

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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

**Subject: 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-II/65/2025/APAR/2024/1407 dated 26.08.2025
- II. HO Circular No. HRD-II/65/2025/APAR/2024-225 dated 22.09.2025
- III. HO Circular No. HRD-II/65/2025/APAR/2024-25/1431\_Corrigendum dated 01.10.2025
- IV. HO Circular No. HRD-II/65/2025/APAR/2024-25/13517 dated 06.11.2025
- V. HO Circular No. HRD-II/65/2025/APAR/2024-25/14031 dated 28.11.2025
- VI. HO Circular No. HRD-II/65/2025/APAR/2024-25/14469 dated 17.12.2025

1. This is in continuation to the circular dated 17.12.2025 revising the timelines for submission of Annual Performance Assessment Report (APAR) for the year 2024-25 through SPARROW.
2. It has been observed that a significant number of APARs for the year 2024-25 are still pending at the level of the Reviewing Officer, even after the lapse of the last date for comments by the Reviewing Officer (05<sup>th</sup> Jan, 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 with reviewing have been extended till 12.01.2026, are as under:

S. No.	Activity	Timeline (Date on or before)	Auto Forward
1	Completion of APAR by Reviewing Officer and forwarding to Administration/CR Section	12.01.2026	13.01.2026
2	Disclosure of APAR to the Officer Reported Upon	16.01.2026	—
3	Submission of representation by ORU, if any	Within 15 days from disclosure i.e., 31.01.2026	—
4	Forwarding of representation by APAR Custodian to Competent Authority	07.02.2026	—
5	Disposal of representation by Competent Authority and forwarding to APAR Custodian	09.03.2026	—
6	Communication of decision to ORU by APAR Custodian	Within 3 days from finalization of decision	—
7	Completion of APAR process and final taking on record	12.03.2026	—

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