



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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File No. HRD-II/65/2025/APAR/2024-25/ 114031

Dated:

28 NOV 2025

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.

Ref:

- I. HO Circular No. HRD-I/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/2024-25/3517 dated 06.11.2025

1. This is in continuation to the circular dated 06.11.2025 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 Reporting Officer, even after the lapse of last date for comments by the Reporting Officer (November 19th, 2025), as per the circular dated 06.11.2025.
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 reporting extended till **01.12.2025** and reviewing till **15.12.2025**, are as under:

S. No.	Activities	Timeline (Date on or before to be completed)	Auto Forward
1	Submission of report by Reporting Officer to Reviewing Officer	01.12.2025	02.12.2025
2	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell	15.12.2025	16.12.2025
3	Disclosure of APAR to the officer reported upon	19.12.2025	—
4	Submission of representation, if any, on APAR by the officer reported upon	Within 15 days from the date of disclosure i.e. 03.01.2026	—
5	Forwarding of representation by the APAR Custodian to the Competent Authority	10.01.2026	—
6	Disposal of representation by the Competent Authority and forwarding it to APAR Custodian	09.02.2026	—
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	—
8	End of APAR process after which the APAR will be finally taken on record	19.02.2026	—

4. It is reiterated that the timelines highlighted are the maximum timelines beyond which the APARs will be automatically pushed to the next level. Reporting/Reviewing authorities and APAR Custodians are requested to process the cases pending at their level even before the due dates.
5. Guidelines for issuing No Report Certificate (NRC), No Reporting Authority Certificate, No Reviewing Authority Certificate:

Case 1: No Report Certificate (NRC) is to be issued under the following circumstances:

- When the Officer Reported Upon (ORU) has not worked under any Reporting Officer or Reviewing Officer for the minimum requisite period of **90 days** (e.g., due to long leave, study leave, maternity leave, training, suspension, or unauthorized absence).
- OR**
- When both the Reporting Officer and the Reviewing Officer have retired, and the extended period of one month for writing the report has lapsed.

Case 2: No Reporting Authority Certificate is to be issued under the following circumstances:

- If the Reporting Officer has retired from office and the extended period of 1 month has lapsed, the APAR shall be written by the Reviewing Officer. In such cases, No Reporting Authority Certificate is to be issued by the APAR Custodian.

Case 3: No Reviewing Authority Certificate is to be issued under the following circumstances:

- If the Reviewing Officer has retired from office and the extended period of 1 month has lapsed, the APAR recorded by the Reporting Officer shall be treated as the **final APAR** for the relevant period. In this situation, No Reviewing Authority Certificate is to be issued by the APAR Custodian.

6. The procedure for uploading the above-mentioned certificates is enclosed as "**Annexure A**".
7. 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)

Copy for necessary action:

- i. RPFC (NDC) for web upload

Copy to (through EPFO website) for information:

- i. PS to CPFC, FA&CAO and CVO for information
- ii. Hindi Section for Hindi version.


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

ANNEXURE-A

Guidelines for issuing No Report Certificate (NRC), No Reporting Authority Certificate, No Reviewing Authority Certificate:

Case 1: No Report Certificate (NRC)

- I.** Log in to SPARROW using Custodian credentials.
- II.** Go to Workflow → Create/Update and search for the concerned employee.
- III.** Open the Action tab and update the workflow.
- IV.** In the Reporting Authority (Stage) tab, enable “*Auto Delegation to Custodian for Manual Work*” (Available on the right hand side of the page).
- V.** In the Reviewing Authority (Stage) tab, enable “*Skip button*” (Available on the right hand side of the page).
- VI.** Then click on the update button, a message will appear “workflow updated successfully”.
- VII.** Next the APAR will move to the Custodian’s Inbox in “*Manual Process*” tab.
- VIII.** In “*Manual Process*” tab at Reporting level two options will appear: “*Section Upload*” and “*Reference Upload*”.
- IX.** Click on “*Section Upload*” and manually fill, sign, and upload the NRC in the prescribed format (copy enclosed as Annexure-I), ensuring that the reason for issuing the NRC is clearly mentioned.
- X.** After uploading, click the Send button; the NRC will move to the CR Section under the “*Process*” tab for disclosure to the ORU.
- XI.** Go to the “*Process*” tab and click on the concerned APAR ID under “*Disclosure*” tab, click on send to disclosure the APAR to the ORU.

Case 2: No Reporting Authority Certificate

- I.** Log in to SPARROW using Custodian credentials.
- II.** Go to Workflow → Create/Update and search for the concerned employee.
- III.** Open the Action tab and update the workflow.
- IV.** In the Reporting Authority (Stage) tab, enable “*Auto Delegation to Custodian for Manual Work*”.
- V.** Then click on the update button, a message will appear “*workflow updated successfully*”.
- VI.** Next the APAR will move to the Custodian’s Inbox in “*Manual Process*” tab.
- VII.** In “*Manual Process*” tab at Reporting level two options will appear: “*Section Upload*” and “*Reference Upload*”.
- VIII.** Click on “*Section Upload*” and manually fill, sign, and upload the No Reporting Authority Certificate in the prescribed format (copy enclosed as Annexure-II).
- IX.** After uploading, click the Send button; the APAR will move to the Reviewing Authority.

Case 3: No Reviewing Authority Certificate

- I.** Log in to SPARROW using Custodian credentials.
- II.** Go to Workflow → Create/Update and search for the concerned employee.
- III.** Open the Action tab and update the workflow.
- IV.** In the Reviewing Authority (Stage) tab, enable “*Auto Delegation to Custodian for Manual Work*”.
- V.** Then click on the update button, a message will appear “*workflow updated successfully*”.
- VI.** Next the APAR will move to the Custodian’s Inbox in “*Manual Process*” tab.
- VII.** In “*Manual Process*” tab at Reviewing level two options will appear: “Section Upload” and “*Reference Upload*”.
- VIII.** Click on “*Section Upload*” and manually fill, sign, and upload the No Reviewing Authority Certificate in the prescribed format (copy enclosed as Annexure-III).
- IX.** After uploading, click the Send button; the NRC will move to the CR Section under the “*Process*” tab for disclosure to the ORU”.
- X.** Go to the “*Process*” tab and click on the concerned APAR ID under “*Disclosure*” tab, click on send to disclosure the APAR to the ORU.

ANNEXURE-I

APAR ID : _____

NO REPORT CERTIFICATE (NRC)

Certified that the Annual Performance Assessment Report in respect of _____ has not been Reported/Reviewed for the period from _____ to _____. During this period:

- He/she had not worked under any Reporting Officer and Reviewing Officer for the mandatory period of 90 days due to _____.

OR

- Both the Reporting and Reviewing Officers have retired and the extended period of one month has also lapsed.

Date: _____

Signature: _____
(APAR Custodian)

Name: _____

Designation: _____

Regional Office: _____

ANNEXURE-II

APAR ID : _____

No Reporting Authority Certificate

Certified that the Annual Performance Assessment Report in respect of _____ could not be reported upon, for the period from _____ to _____, as the Reporting Officer has:

- ☐ Retired, and the extended period of one month has also elapsed

OR

- ☐ Deceased.

Date: _____

Signature: _____

(APAR Custodian)

Name: _____

Designation: _____

Regional Office: _____

ANNEXURE-III

APAR ID : _____

No Reviewing Authority Certificate

Certified that the Annual Performance Assessment Report in respect of

_____ could not be reviewed upon, for the period from _____ to _____, as the Reviewing Officer has:

- ☐ Retired, and the extended period of one month has also elapsed

OR

- ☐ Deceased.

Date: _____

Signature: _____
(APAR Custodian)

Name: _____

Designation: _____

Regional Office: _____