



कर्मचारी भविष्य निधि संगठन  
**Employees' Provident Fund Organisation**  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
Ministry of Labour & Employment, Government of India  
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File no. APAR-12/2015-16/SPARROW/Part File IV /4

Date: 21/08/2020

To

All Addl. CPFCs (HQ) / Addl. CPFCs (Zones),  
Director PDNASS  
All RPFC/OIC in-charge of RO/ASD-HO/ZTIS /Dos

**Subject : Extension of timelines for submission of APAR in physical format for the year 2019-20 in respect of all cadres other than Commissioner Cadre.**

**Reference :- i) Head Office Circular No. APAR-12/2015-16/SPARROW/Part File-IV/2 dt. 26.05.2020**

**ii) Head Office Circular No. APAR-12/2015-16/SPARROW /Part File-IV/3 dt. 05.06.2020**

Madam/ Sir,

Please refer to the Head Office Circular No. APAR-12/2015-16/SPARROW/Part File-IV/2 dt. 26.05.2020 regarding the revised timelines as per DoPT OM dated 30.03.2020 for completion of APAR for the year 2019-20 in physical format in r/o all group "A" "B" & "C" other than Commissioner cadre

2. In this connection, the deadlines for completion of various activities have been further revised as per DoPT instructions contained in DoPT O.M. No. 2101/02/2015-Estt(A-II)-part II dated 11.06.2020 (copy enclosed) :-

Sl. No.	Activities	Deadline
1.	Distribution of blank forms	By 31 <sup>st</sup> July 2020 or earlier
2.	Submission of resume by officer reported upon to reporting officer	31 <sup>st</sup> August 2020
3.	Forwarding of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> September 2020
4.	Report to be completed by Reviewing Officer	15 <sup>th</sup> November 2020
5.	Disclosure to the officer reported upon	31 <sup>st</sup> December 2020
6.	Submission of representation, if any on APAR	15 days from the date of disclosure.

7.	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation by the competent Authority
8.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	Within 15 days of the finalization of decision by Competent Authority.
9.	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> March 2021

3. Further, as per existing policy, APAR of Commissioner cadre has to be generated and filled up online through SPARROW software. However, the said Portal is presently down due to certain issues related to migration. Therefore, a separate circular for generation and completion of APAR of Commissioner cadre through SPARROW software shall be issued subsequently.

Enclosure : As above



(Uma Mandal)

Addl. Central P. F. Commissioner (HRM)

Copy (through EPF Website) for information and necessary action to:-

1. RPFC(NDC) for Web Upload
2. Hindi section for Hindi version

No.21011/02/2015-Est(A-II)-Part II  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
11<sup>th</sup> June 2020

OFFICE MEMORANDUM


Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officer of Central Civil Services for the year 2019-2020.

The undersigned is directed to invite attention to this Department's O.M. of even number dated 30.03.2020 on the above subject, extending the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lockdown due to spread of corona virus.

2. In view of prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, as specified in Annexure.

3. The extended timelines for the APAR year 2019-20 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4. Further, the decision conveyed vide O.M. of even number dated 22.05.2020 delinking recording and completion of APAR for the year 2019-20 from the conduct of Annual Medical Examination and thereafter submission of summary of Medical Report by 31.12.2020, shall continue.

  
(Kabindra Joshi)  
Director  
Tel: 23093180

All Ministries/Departments/Cadre Controlling authorities of the Government of India

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC, DoP&T – for uploading on DoP&T Website

**Annexure**

Time schedule for recording and completion of APAR for the year 2019-2020 for Group 'A', 'B' and 'C' officers of Central Civil Services

Sl.No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms/ online generation of APAR	By 31 <sup>st</sup> July 2020 or earlier
2.	Submission of Self- appraisal to reporting officer	31 <sup>st</sup> August, 2020
3.	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> September 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 <sup>th</sup> November, 2020
5.	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> December, 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority  (ii) Disclosure of APAR to the officer reported upon where there is accepting authority	31 <sup>st</sup> December, 2020  15 <sup>th</sup> January, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of communication
8.	Forwarding of representation to the competent authority  (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	  31 <sup>st</sup> January, 2021 15 <sup>th</sup> February, 2021
9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which APAR will be finally taken on record	31 <sup>st</sup> March, 2021