

I/19470/2021

E-mail: rc.hrm@epfindia.gov.in

By Web Circulation

Telephone:011-26186512

Fax:011-26164724



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
 श्रम एवं रोजगार मंत्रालय, भारत सरकार
 Ministry of Labour & Employment, Government of India
 भविष्य निधि भवन / Bhavishya Nidhi Bhawan
 14, भीकाजी कामा प्लेस, नई दिल्ली 110066
 Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in



Date :30.06.2021

File no. APAR-12/2015-16/SPARROW/Part-IV

To

1032
 All Addl. CPFCs (HQ) /Addl. CPFCs (Zones),
 Director PDNASS
 All RPFCs/OIC in-charge of ROs/ASD-HO/ZTIs /Dos

06 JUL 2021

Subject :- Extension of Time lines for electronic submission of Annual Performance Assessment Report(APAR) for the year 2020-21 through HR soft application software .

Reference:- i) Head Office Circular No. APAR-12/2015-16/SPARROW/3221 dt.02.03.2021.
 ii) Head Office Circular No. APAR-12/2015-16/SPARROW/565 dt.28.05.2021.

Madam/ Sir,

Please refer to the Head Office Circular No. APAR-12/2015-16/SPARROW/3221 dt.02.03.2021 & Head Office Circular No. APAR-12/2015-16/SPARROW/565 dt.28.05.2021 on the subject cited above.

2. In this connection the deadlines as per DOPT instruction contained in DOPT order No. 21011/02/2015-Estt(A-II)-Part.II dated 17th June,2021 for completion of various activities have been revised which are as under.(Copy enclosed).

S.No.	Activities	Deadline
1.	Generation of APAR	31 st July,2021
2.	Submission of self-appraisal to reporting officer	31 st August, 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer	30 th September, 2021
4.	Report to be submitted by Reviewing Officer	15 th November,2021
5.	Disclosure to the officer reported upon	30 th November,2021
6.	Submission of representation, if any, on APAR	15 days from the date of disclosure.
7.	Forwarding of representation to the Competent Authority	31 th December,2021
8.	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation by the competent Authority
9.	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.
10.	End of entire APAR process, after which the APAR will be finally taken on record	31 March, 2022

3. In this regards, a detailed APAR instruction manual is also enclosed herewith.

(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. PS to CPFC , FA&CAO and CVO for information.
3. Hindi section for Hindi version.

Encl: As above