



ईपीएफओ, मुख्य कार्यालय
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066



EPFO, HEAD OFFICE
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066

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File No. HRM/APAR/2022-2023/Timelines

Dated: 21.02.2024

To

21 FEB 2024

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

**Subject: Electronic submission of Annual Performance Assessment Report (APAR)
for the year 2022-2023 through HR-Soft application software -reg.**

Madam/Sir,

Please refer to Office Order dated 04.01.2024 and 12.01.2024 vide which APAR custodian was requested to complete the task of mapping the Reviewing and Reporting Officer by 17.01.2024. **This date is now extended till 23.02.2024 only.** This may kindly be brought to the notice of all concerned under your jurisdiction. As no further extension in this regard will be provided, hence APAR custodian must ensure the completion of APAR mapping. Also, if any correction is required in the APAR mapping, the same may also be rectified.

2. Further, Zonal Offices/ASD/PDNASS are also directed to issue a memorandum and seek clarification of all the respective APAR Custodians (ROs/ZTIs/Sub-ZTI) where the mapping work for APAR 2022-23 is not completed in the stipulated time or mapped wrongly. The APAR mapping is being reopened due to non-mapping /wrong mapping of APAR (2022-23) as informed by various Zones. This is despite the fact that APAR mapping has been opened at least 04 times after the last date of mapping. This is the last such opportunity to map APAR/rectify mistakes in mapping. If any such case is reported again then proper administrative action shall be initiated against the APAR custodian of the respective office.

Yours faithfully,

(R.K.Singh)

Additional CPFC-HQ (HR)

Copy to (through EPFO website) for information and necessary action:-

- (i) RPFC (NDC) for web upload and with a request for the said functionality (APAR 2022-23).
- (ii) PS to CPFC, FA&CAO and CVO for information.
- (iii) Hindi Section for Hindi version.