



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्यकार्यालय/ HEAD OFFICE



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NBCC Centre, Block-2, Ground Floor- 4th Floor, East Kidwai Nagar, New Delhi-110023
Website: www.epfindia.gov.in, www.epfindia.nic.in

File No. HRD-II/65/2025/APAR/2024-25/3517

Dated: 06/11/2025

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: 1. HO Circular No. HRD-I/65/2025/APAR/2024/1407 dated 26.08.2025
2. HO Circular No. HRD-II/65/2025/APAR/2024-225 dated 22.09.2025
3. HO Circular No. HRD-II/65/2025/APAR/2024-25/1431 dated 01.10.2025

Madam/Sir,

This is in continuation to the circular No. HRD-II/65/2025/APAR/2024-25/1431 dated 01.10.2025 regarding submission for Annual Performance Assessment Report (APAR) for the year 2024-25 through SPARROW.

2. It has been observed that some officials are waiting till the very last days to access the SPARROW portal and then they report technical difficulties being faced by them. This is not the right approach and all the officials are requested that if they are facing any technical issue in accessing the SPARROW they should highlight the same to their APAR Custodian/ EMD Administrator at the very first instance. They need to follow the guidelines enumerated in email dated 18.09.2025, which is also enclosed with this circular, and if the problem still persists, the issue must be highlighted to HRD-II, HO through the APAR Custodian to get it resolved. In no case emails may be sent directly by the officials to HRD-II, HO. Unless the issue is sent through APAR custodian, mentioning all the steps taken as enumerated in referred circulars and emails, no such direct emails shall be entertained.

3. However, considering this to be the first year of SPARROW implementation and technical issues being faced by the officials, the Competent Authority, has agreed to revise the timelines for completion of various APAR activities for the year 2024-25 as under:-

S. No.	Activities	Timeline (Date on or before to be completed)	Auto Forward
1	Mapping of Reporting and Reviewing Officers	08 th November, 2025	-
2	Submission of resume/self-appraisal by the officer reported upon to the Reporting Officer	12 th November, 2025	13 th November, 2025
3	Submission of report by Reporting Officer to Reviewing Officer	19 th November, 2025	20 th November, 2025
4	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell	26 th November, 2025	27 th November, 2025
5	Disclosure of APAR to the officer reported upon	30 th November, 2025	-
6	Submission of representation, if any, on APAR by the officer reported upon	Within 15 days from the date of disclosure i.e. 15 th December, 2025	
7	Forwarding of representation by the APAR Custodian to the Competent Authority	22 nd December, 2025	
8	Disposal of representation by the Competent Authority and forwarding it to APAR Custodian	21 st January, 2026	
9	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	
10	End of APAR process after which the APAR will be finally taken on record	31 st January, 2026	

4. In order to track the level at which the APAR is pending, the user can use the User Assistance menu available on the left side of Sparrow Homepage. Next click on Track Your PAR. Select assessment year and click search. Click on the APAR ID and the level at which PAR is presently parked will be visible.

5. The timelines highlighted in the circular are the maximum timelines beyond which the APARs will be automatically pushed to the next level. However the reporting/ reviewing authorities and APAR Custodians may process the cases pending at their level even before the due starting dates.

6. It is directed to follow the 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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Copy to (through EPFO website) for information:

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


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

Email**RPFC HRD II Head Office**

Clarification regarding the filing of APAR through Sparrow and accessing the PIMS - reg.

From : RPFC HRD II Head Office <rc.hrm8@epfindia.gov.in> Thu, Sep 18, 2025 09:30 PM**Subject :** Clarification regarding the filing of APAR through Sparrow and accessing the PIMS - reg.  1 attachment**To :** ACC <acc.kargoa@epfindia.gov.in>, ACC AP <acc.ap@epfindia.gov.in>, ACC Office, Coimbatore <acc.cbe@epfindia.gov.in>, ACC Rajasthan <acc.rj@epfindia.gov.in>, ACCHQ CHPD <acc.tnkr@epfindia.gov.in>, Additional CPFC Uttar Pradesh EPFO <acc.upbh@epfindia.gov.in>, Addl CPFC PB HP <acc.pbhp@epfindia.gov.in>, Addl CPFC Thane <acc.thane@epfindia.gov.in>, Addl CPFC DL UT <acc.dlut@epfindia.gov.in>, Addl Central PF Commissioner Hubli Zone <acc.hubligoa@epfindia.gov.in>, EPFO ZONAL OFFICE TELANGANA HYDERABAD <acc.ts@epfindia.gov.in>, Addl CPFC WB EPFO MOLE ND <acc.wb@epfindia.gov.in>, EPFO Zonal Office Odisha <acc.or@epfindia.gov.in>, Office of ACC Mumbai <acc.mumbai1@epfindia.gov.in>, ZONAL OFFICE BHOPAL <acc.mpcg@epfindia.gov.in>, Zonal Office BRJH <acc.brjh@epfindia.gov.in>, Zonal Office Gujarat <acc.gj@epfindia.gov.in>, Zonal Office Haryana <acc.hr@epfindia.gov.in>, Zonal Office Kerala <acc.ker@epfindia.gov.in>, Zonal Office NER <acc.ner@epfindia.gov.in>, Zonal Office Pune <acc.pune@epfindia.gov.in>, RPFC ASD <rc.asd@epfindia.gov.in>, Director NATRSS <dir.natrss@epfindia.gov.in>, RPFC IS <rc.is@epfindia.gov.in>**Cc :** ACC HQ HRM Head Office <acc.hq.hrm@epfindia.gov.in>, ACC HR <acc2.hr@epfindia.gov.in>, Uday Gupta <uday.gupta@epfindia.gov.in>**Reply To :** RPFC HRD II Head Office <rc.hrm8.epf@nic.in>

Madam / Sir,

References are being received from Offices regarding missing users on Sparrow, user not authorised to login, wrong designation or place of posting, or any other

corrections to be made to the user profile on Sparrow.

In this regard it is informed that the PIMS login has already been activated for EMD administrators for 130 offices as per the list attached. The concerned officers who have been assigned the role of EMD Administrators may be approached for resolving any of the above mentioned queries. For the remaining offices the PIMS access shall be given shortly.

Henceforth no requests related to missing users on Sparrow, user not authorised to login, wrong designation or place of posting, or any other corrections to be made to the user profile on Sparrow, may not be referred to Head office and may be taken up directly with the EMD Administrator for the office. Only the grievances of technical nature may be referred to Head office.

The EMD Administrator can resolve these issues upon accessing the PIMS, by creating a missing user or by making any changes to user profile like designation, place of posting (place of posting is mentioned as organisation in Sparrow), etc.

PIMS has to be accessed separately, i.e. outside the Sparrow application, as NIC is not allowing hosting of PIMS through Railtel VPN, which is outside the NIC network.

Hence a separate NIC VPN access has been created for users who have been given the role of EMD administrator.

The EMD administrators can access the PIMS through <https://saccess.nic.in>

Login credentials for the above url are same as the Parichay credentials i.e.,as follows:

Username: complete email address of user in small letters

Password: Parichay(parichay.nic.in) account password

Any editions to the profile of existing user can be made by searching the User using the "Search Employee" option and then proceeding further.

While Creating a new employee i.e. a missing user, the following things may be noted:

1. Fields which are not Star Marked may be skipped.
2. Wrapper Organisation (Global) and Organisation Unit are the name of the office where the official is posted.
3. Cadre Service Identification Number and Employee code are the same.
4. Login Type is NIC/Gov-LDAP ID

5. Login ID is the same as the Kavach Login ID (Kavach Login ID can be searched as explained below in the email).
6. User type and Login user type is Sparrow
7. User name is the name of the official
8. Designation Classification is Others
9. Designation level may be marked as per the equivalence to the ministerial grade or as Others

It is further informed that there is a synchronisation lag of about one hour between the PIMS database and the Sparrow module. So any changes made in PIMS will take about an hour in reflecting on the SPARROW.

Some users have reported the following error while trying to access the Sparrow "USER NOT AUTHORIZED TO ACCESS THE SERVICE".

This error occurs for one of the following two reasons:

1. User does not exists in Sparrow

Solution: EMD administrator can create the user by following accessing PIMS using the URL stated above

2. The default Login ID mentioned in SPARROW is incorrect.

Solution: The EMD administrator has to correct the Login ID in SPARROW and make it the same as the Login ID mentioned in the KAVACH App. The Kavach login ID is the correct one and can be found by clicking the 3 horizontal lines on the top left side of the Kavach app homepage. The login ID is mentioned at the top, just above the email ID.

It is also clarified that while creating the workflow, the Competent Authority 1 and the Competent Authority 2 are the same and is one level higher than the reviewing authority.

Instructions regarding creation of APAR workflow in cases where Reporting or(and) Reviewing officers have retired, shall also be issued shortly.

It is requested to circulate this information to all the subordinate offices and to all the officials looking after the Sparrow related work, on urgent basis.

Regards,

HRD-II,
Head Office.



NIC web VPN users created for PIMS.xlsx

20 KB
