



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/2024-25/114469

Dated: 17 DEC 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
- V. HO Circular No. HRD-II/65/2025/APAR/2024-25/3517 dated 28.11.2025

1. This is in continuation to the circular dated 28.11.2025 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 Reviewing Officer, even after the lapse of last date for comments by the Reviewing Officer (December 15th, 2025), as per the circular dated 28.11.2025.
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 timeline for completion of APAR by Reviewing Officer and forwarding to Administration/CR Section has been extended till 05.01.2026. The revised timelines are as under:

S. No.	Activity	Timeline (Date on or before)	Auto Forward
1	Completion of APAR by Reviewing Officer and forwarding to Administration/CR Section	05.01.2026	06.01.2026
2	Disclosure of APAR to the Officer Reported Upon	08.01.2026	—
3	Submission of representation by ORU, if any	Within 15 days from disclosure i.e., 23.01.2026	—
4	Forwarding of representation by APAR Custodian to Competent Authority	30.01.2026	—
5	Disposal of representation by Competent Authority and forwarding to APAR Custodian	02.03.2026	—
6	Communication of decision to ORU by APAR Custodian	Within 3 days from finalization of decision	—
7	Completion of APAR process and final taking on record	05.03.2026	—

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. 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)

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