



सत्यमेव जयते

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/ 1581

Dated:

To,

All Additional CPFCs (HQ)/ Director (PDNASS)

All Additional CPFCs (Zones)

Additional CPFC (ASD), Head Office/ Additional CPFC (ZTIs)

All RPFCS/OIC in charge of Regional Offices/ District Offices

16 JUN 2026

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Subject: Revision of timelines for preparation/ completion of Annual Performance Assessment Report (APAR) for the year 2025-26 through SPARROW-reg.

Ref: HO Circular No. HRD-II/65/2025/APAR/2024-25/1542 dated 20.04.2026

This is in continuation to the circular dated 20.04.2026 regarding the submission of Annual Performance Assessment Report (APAR) for the year 2025-26 through SPARROW.

2. It has been observed that a number of APARs are still pending at the self-appraisal stage due to the engagement of officers in PMVBRY event to be held on 19.06.2026 and the pendency of comprehensive assessment, mandatory courses on the iGOT Karmayogi Platform. Accordingly, the competent authority has agreed to revise the timelines for completion of various APAR activities for the year 2025-26, as follows:

S. No.	Activity	Timeline (Date on or before to be completed)	Auto Forward
1	Submission of resume/self-appraisal by the officer reported upon to the Reporting Officer.	15.07.2026	16.07.2026
2	Submission of report by Reporting Officer to Reviewing Officer	14.08.2026	15.08.2026
3	APAR to be completed by Reviewing Officer and forwarding to Administration/CR Section	15.09.2026	16.09.2026
4	Disclosure of APAR to the Officer Reported Upon	22.09.2026	23.09.2026
5	Submission of representation by Officer Reported Upon (ORU), if any	Within 15 days from disclosure i.e., 07.10.2026	08.10.2026
6	Forwarding of representation by APAR Custodian to Competent Authority	13.10.2026	-
7	Disposal of representation by Competent Authority and forwarding to APAR Custodian	12.11.2026	-

8	Communication of decision of the Competent Authority to Officer Reported Upon (ORU) by APAR Custodian	Within 7 days from finalization of decision	-
9	Completion of APAR process and final taking on record	19.11.2026	-

3. It is reiterated that the timelines highlighted are the maximum timelines beyond which the APARs will be automatically pushed to the next level. Officer Reported Upon (ORUs) and APAR Custodians are requested to process the cases pending at their level even before the due dates.

4. It is directed to strictly follow the above revised timelines for completion of various APAR activities for the year 2025-26.

(Issues with the approval of the Competent Authority)


 16/06/26
(Uday Gupta)
Regional P.F. Commissioner-II (HRD-II)

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- 1) PS to CPFC, FA&CAO, CVO and ACC(HQ)HR for information
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