



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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Website: www.epfindia.gov.in



File No. HRD-II/65/2025/APAR/2025-26/ 1593

Dated:

16 JUL 2026

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 JUL 2026

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

Ref: HO Circular No. HRD-II/65/2025/APAR/2024-25/1581 dated 16.06.2026

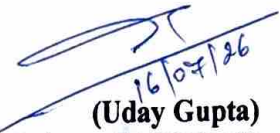
In continuation to the circular cited above, it has been observed that a number of APARs are still pending at the self-appraisal stage, some of them even due to technical issues. Accordingly, the competent authority has accorded approval to revise the timelines for completion of various APAR activities for the year 2025-26, as follow:

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.	10.08.2026	11.08.2026
2	Submission of report by Reporting Officer to Reviewing Officer	09.09.2026	10.09.2026
3	APAR to be completed by Reviewing Officer and forwarding to Administration/CR Section	09.10.2026	10.10.2026
4	Disclosure of APAR to the Officer Reported Upon	19.10.2026	20.10.2026
5	Submission of representation by Officer Reported Upon (ORU), if any	Within 15 days from disclosure i.e., 04.11.2026	05.11.2026
6	Forwarding of representation by APAR Custodian to Competent Authority	11.11.2026	—
7	Disposal of representation by Competent Authority and forwarding to APAR Custodian	11.12.2026	—
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	18.12.2026	—

2. 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.

3. 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)


16/07/26
(Uday Gupta)
Regional P.F. Commissioner-II (HRD-II)

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