



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation



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

एन.बी.सी.सी सेंटर, ब्लॉक-2, ग्राउंड फ्लोर- 4th फ्लोर, ईस्ट किडवाई नगर, नई दिल्ली -110023
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/52/2024/APAR/2023-24/ 1100

Dated: 24-09-2024

To,

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

Subject: Timelines for submission for Annual Performance Assessment Report (APAR) for the year 2023-2024-reg.

Madam/Sir,

The Annual Performance Assessment Report (APAR) for the financial year 2023-2024 is due for report and review in respect of all the officers and staff of EPFO. It is mandatory for all officials/officers to submit their self-appraisal to report & review through electronic mode only.

2. For completion of APAR process for the year 2023-2024, the timelines for completion of various APAR activities are mentioned here under:-

S. No.	Activities	Timeline (Date on or before to be completed)
1	Mapping of Reporting and Reviewing Officers	28th September, 2024
2	Submission of resume/self-appraisal by the officer reported upon to the Reporting Officer	3rd October, 2024
3	Submission of report by Reporting Officer to Reviewing Officer	13th October, 2024
4	Report to be submitted by Reviewing Officer	28th October, 2024
5	Disclosure of APAR to the officer reported upon	12th November, 2024
6	Submission of representation, if any, on APAR by the officer reported upon	Within 15 days from the date of disclosure i.e. 27th November 2024
7	Forwarding of representation by the APAR Custodian to the Competent Authority	4th December, 2024
8	Disposal of representation by the Competent Authority and forwarding it to APAR Custodian	19th December 2024

9	Communication of the decision of the Competent Authority by the APAR Custodian to the officer reported upon	Within 15 days from the finalization of decision by the Competent Authority i.e. 6th January 2025
10	End of APAR process after which the APAR will be finally taken on record	15th January, 2025

This is to further clarify that in respect of all OICs of Regional Offices, reporting officer will be zonal heads and reviewing officer will be CPFC



(Sunil Kumar Suman)

Addl. Central P.F. Commissioner (HRD-II)

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

1. RPFC (NDC) for web upload.
2. PS to CPFC, FA&CAO and CVO for information.
3. Hindi Section for Hindi version.



(Andraj Singh)

Regional P.F. Commissioner (HRD-II)