File no. APAR-2/2015-16/ACC/RPFC/Certificate

To
All ACC(Zones), Director(PDNASS),
All RPFC/OIC in-charge of RO/ASD-HO

SUB: Electronic submission of Annual Performance Assessment Report (APAR) through SPARROW Software for the year 2016-17 Software –.

Madam/ Sir,

Attention is invited to Head Office letter No. APAR-12/2015-16/SPARROW/27575 dated 24.01.2017 Sl.no.599 under ‘Head Office Circular’, on the above mentioned subject, wherein PAR Custodian were directed to Complete the APAR for the year 2016-17 related activity. Subsequently, many instructions were issued from time to time regarding completion of the APAR related activity for the year 2016-17.

2. As per the instructions received from National Informatics Centre (NIC) the PAR activity for the year 2016-17 SPARROW were closed on 25.07.2018. It is observed that despite Head quarter instructions many PARs for the year 2016-17 were pending at different level in SPARROW. Some representations are also pending.

3. Therefore, the role of the “APAR Dossier Access Authority” in SPARROW Software is being assigned to the PAR Custodians of all offices. PAR Custodian may access the pending PARs in physical form and may disclose to the concerned officer and forward the acknowledgement to Head Office. In case of any issue, Shri. Ritesh Pahwa, RPFC-II (APAR) in Head Office may be contacted or e-mail may be sent to apar.hrm@epfindia.gov.in for resolution of the issue.

4. In this connection, it is requested to forward the details of the PAR Custodian (Primary) i.e; Name, Designation and EID of the officer at the above mentioned e-mail ID at the earliest to enable the role assignment of “APAR Dossier Access Authority”.

Yours faithfully,

(Udita Chowdhary)
Addl. Central P. F. Commissioner (HRM)