



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

द्वितीय तल, ब्लॉक-II, ईस्ट किदवाई नगर, नई दिल्ली-110 023
Second Floor, Block II, East Kidwai Nagar, New Delhi-110 023
website: www.epfindia.gov.in, www.epfindia.nic.in



No.HRD-II/52/2024/APAR/2023-24

1152

Dated: 20.11.2024

To,

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

20 NOV 2024

Subject: Extension of timelines for submission for Annual Performance Assessment Report (APAR) for the year 2022-2023-reg.

Madam/Sir,

Please refer to Head Office circular no. HRD-II/47/2024/APAR-CIRCULARS/1076 dated 29.10.2024 regarding timelines for completion of various APAR activities.

2. In this connection, the timelines for disclosure of APAR and appeal process for the year 2022-23 has been revised as under: -

S. No.	Activities	Deadline
1	Forwarding of appeal of the officer by the APAR Custodian to the Competent Authority	30 th November, 2024
2	Disposal of appeal by the Competent Authority (i.e. from sending the appeal to the Reporting/ Reviewing Officer and to communicate the decision on the appeal to the APAR custodian)	
3	Communication of the decision of the Competent Authority by the APAR Custodian to the officer reported upon	
4	End of APAR process after which the APAR will be finally taken on record	15 th December, 2024

Competent Authority: One level higher than the Reviewing Authority.

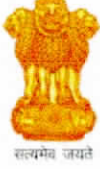
- Step by step guide on APAR appeal functionality is attached herewith for ready reference.
- As per the requirement of the HRD Soft application software, the appeal should be made in English only as database cannot store the details in Hindi font.

(Ajay K Mehra)

Addl. Central P.F. Commissioner (HR) (Link Officer)

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

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



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No.HRD-II/52/2024/APAR/2023-24 / 1152
To,

Dated: 20.11.2024

20 NOV 2024

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All Addl. CPFCs (Zones)
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