



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
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20 NOV 2024

No.HRD-II/52/2024/APAR/2023-24 / 1153

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 2023-24-reg.

Madam/Sir,

Please refer to Head Office circular no. HRD-II/52/2024/APAR/2023-24/1100 dated 24.09.2024 regarding timelines for completion of various APAR activities for the year 2023-24.

2. In this connection, the timelines for completion of various APAR activities for the year 2023-24 has been revised as under: -

S. No	Activities	Timeline (Date on or before to be completed)
1.	Submission of resume/self-appraisal by the officer reported upon to the Reporting Officer	25 th November, 2024
2.	Submission of report by Reporting Officer to Reviewing Officer	30 th November, 2024
3.	Report to be submitted by Reviewing Officer	05 th December, 2024
4.	Disclosure of APAR to the officer reported upon	10 th December, 2024
5.	Submission of representation, if any, on APAR by the officer reported upon	Within 10 days from the date of disclosure i.e. 20 th December 2024
6.	Forwarding of representation by the APAR Custodian to the Competent Authority	30 th December, 2024
7.	Disposal of representation by the Competent Authority and forwarding it to APAR Custodian	10 th January, 2025
8.	Communication of the decision of the Competent Authority by the APAR Custodian to the officer reported upon	Within 10 days from the finalization of decision by the Competent Authority i.e. 20 th January 2025
9.	End of APAR process after which the APAR will be finally taken on record	27 th January, 2025

(Ajay K Mehra)

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

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.