



कर्मचारी भविष्य निधि संगठन  
(श्रम एवं रोजगार मंत्रालय भारत सरकार)  
**Employees' Provident Fund Organisation**  
(Ministry of Labour & Employment, Govt. of India)

मुख्य कार्यालय/Head Office  
भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110066  
**Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi - 110066**

**IMMEDIATE**

BY WEB CIRCULATION

**No. ACR-1/2011/Headquarters/**

**Dated: May 2011**

To

1972

**25 MAY 2011**

1. All Additional Central Provident Fund Commissioners in states.
2. Director, NATRSS.
3. All Regional Provident Fund Commissioners Gr.I in the Regions.
4. All Officers-in-charge of Sub-Regional Offices.
5. Regional Provident Fund Commissioner,(ASD) Headquarters.

**Sub: Initiation/Reporting & Review of Annual Performance Appraisal Reports (APARs) of Officers and staff for the year 2010-2011 (1.4.2010 to 31.3.2011) and submission of monthly progress report to Headquarters.**

Sir,

I am directed to state that as in the past the APAR Cell in headquarters issues guidelines to all concerned for initiation of the Performance Appraisal Reports in respect of officers and staff at the close of financial year. In this regard it is informed that in accordance with the instructions contained in the Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions vide their O.M. No. 21011/01/2005-Estt (A) (Pt.I) dated 14th May 2009 and O.M. No. 21011/1/2005-Estt (A) (Pt.II) dated 23rd July 2009, the revised performance appraisal reports have been implemented vide Headquarters letter No. ACR-1/2009/Hqrs./ (Part)/39271 dated 18.10.2010 with which model APAR formats and attending guidelines were circulated to all the RPFs in-charge to be followed for the year 2009-2010.

2. The above guidelines would apply to APAR for the reporting year 2009-10 onwards. In view of the new initiative, it was further conveyed that the APAR for the year 2009-2010 may be completed by 31.12.2010 as a onetime dispensation. After issue of the model formats, further guidelines have been issued by the Head office for smooth implementation of the APARs which are indicated below with brief subject for reference and guidance:-

- (i) ACR-1/2009/Hqrs./ (Part)/39271 dated 18.10.2010 - Circulation and implementation of model APAR formats and time schedule for completion. (sl. No. **301** of EPFO website).
- (ii) ACR-1/2009/Hqrs./ (Part)/34257 dated 17.01.2011 - Authorities who will disclose the APARs and acceptance of old formats as APAR for the year 2009-2010. (sl. No. **450** of EPFO website).
- (iii) ACR-1/2009/Hqrs./ (Part)/38532 dated 11.03.2011 - Reiteration of guidelines for calculation of numerical gradings and disclosure of APARs. (sl. No. **528** of EPFO website).
- (iv) ACR-1/2009/Hqrs./ (Part)/42437 dated 28.03.2011 - Additional parameter in Table-A at sl. No. 15 of APAR of Enforcement Officer. (sl. No. **561** of EPFO website).

3. It may also be mentioned that the DOP&T, Government of India has issued a brochure containing other important aspects on the writing and maintenance of APARs which can be downloaded from the website [www.persmin.nic.in](http://www.persmin.nic.in) for guidance. The general guidelines on the writing of the

APARs, at the level of Headquarters that may be followed by all concerned for the year 2010-2011 onwards is hereby conveyed as in the following paragraphs.

4. **Reporting/Reviewing of APARs** : The officers and staff have to submit their resumes to the Reporting Officer who in turn will submit the same to the Reviewing Officer in a time bound manner. A list of Reporting/Reviewing Officers for the incumbents of various posts of EPFO is given in the **Annexure-I** for guidance. It may, however, be noted that the immediate superior authority who is supervising the work, is to act as Reporting Officer and authority to whom the Reporting Officer is subordinate, is to act as Reviewing Officer. It is further clarified that in the case regular incumbent is not in the office to report or review the APAR, as may be the case, the next level officer in the hierarchy or the controlling officer may report or review the APAR of the officer as may be applicable. Where only one superior office is in the channel of submission, the APAR may be reported and reviewed by the superior officer.

5. **Where to send the Reports** : The completed APARs for the year under report are required to be sent in sealed cover to reach the following authorities by 31<sup>st</sup> July 2011 for custody and reporting/review as may be the case. In case of Group "A" officers, the officer reported upon may send an intimation to the APAR cell after submission of resume so that it is followed up by the APAR Cell. Similarly, the reporting officer may send an intimation to the APAR cell after submission of the APAR to the Reviewing Officer, after filling up the reporting part :

- |      |  |   |   |
|------|--|---|---|
| i.   | Group 'B' & 'C'  | - | RPFC-in-charge of respective Regions.   |
| ii.  | Group 'A' officers and other cadres controlled centrally.        | - | RPFC, APAR cell, Headquarters.          |
| iii. | To be reported/reviewed by Central PF Commissioner.              | - | Central P.F. Commissioner.              |
| iv.  | To be reported/reviewed by other officers of Headquarters/NATRSS | - | Concerned Reporting/Reviewing officers. |

6. **Adherence to Time Schedule for completion of APARs**: The APAR is the basic management tool available in the Organisation to assess the performance of an officer and staff. The APARs contain vital inputs for considering the matter of confirmation, promotion, placement in Selection Grade, appointment to deputation posts etc. Therefore, the timely rendering of the APARs to the concerned authorities is all the more important. It is seen that the APARs are generally required to conduct the periodic meetings of the Departmental Promotion Committee (DPC) and of the Screening Committees for financial upgradation. As per the time schedule for holding of the DPCs for the vacancy year 2011-2012, the performance appraisal report should be completed by all Administrative Authority in respect of all cadres for the year 2009-10. The revised schedule for completion of APARs may be seen in **Annexure - II**. Regarding the adherence to time schedule attention is invited to the DOP&T O.M. No.21011/02/2009-Estt. (A) dated 16th February 2009 wherein it has been stipulated that the Reporting Officer shall have no right to enter any remarks in the APAR after 30<sup>th</sup> June and the Reviewing Officer shall have no right to enter any remark in the APAR after 31<sup>st</sup> August following the annual reporting period. Further action will be taken by the APAR Cell to add appropriate certificate in the APAR for the relevant period after receipt of self appraisal given by the officer to be reported upon, from the RPFCs concerned.

7. **Rendering of APARs to the Headquarters for holding DPCs**: The Department of Personnel & Training GOI has laid down a calendar for conducting DPCs. In order to meet the time

limits, the APARs complete in all respects in respect of the officers in the zone of consideration should have been received in the Headquarters in time. The delay in receipt of the APARs has been causing further delay in holding the DPC meeting. Hence it is re-iterated that due attention be given to complete the work within the stipulated time as per DOP&T instructions.

8. In order to ensure that the DPC papers in respect of all eligible officers are immediately put up to fill the vacancies upto the year 2011-2012, APARs for the officers may be made available to Headquarters on priority and whenever they are called for in special cases. The Regional Offices are also requested to take such action necessary in respect of Group 'B' and 'C' posts on priority. The APARs in respect of EOs/AAOs duly reported and reviewed may be kept at the Regional Office by the respective Regional Provident Fund Commissioners under his custody.

9. **Grading of APARs:** The guidelines regarding numerical grading in the APAR have been issued vide Head office letter dated 18.10.2010 and further reiterated vide letter dated 11.03.2011 referred to in para 2 above. Separate numerical grading have to be given on the assessment of work output, personal attributes and functional efficiency. These three areas have separate weightage and add upto 100% of the numerical grading to be obtained by the officer reported upon. Both the reporting and reviewing officer shall enter the numerical grading in the same table at relevant column. The reporting /reviewing officer would also sum up the assessment and give a pen picture of the officer reported upon.

10. **Filing and custody of APARs:** All APARs written and reviewed should be thoroughly checked before adding to the APAR Dossier and it should be ensured that the bio-data is completed in all respects and that the name, DOB, date of regular appointment, period of absence on leave or training to the post is filled up. It is also to be ensured that the APARs Dossiers is up to date and there are no missing APARs for any year or a part of the year where the report is due and that the APARs for the year 2009-2010 have been disclosed to the individual in accordance with the instructions. Filing of APAR and disclosure of the APAR should be clearly indicated in the index pasted on the left side portion of the Dossier.

11. **Communication of APARs and disposal of representations:** The authority having the custody of the APAR should ensure that confidential reports duly completed are received in time. Attention is invited to DOP&T O.M. No.21011/1/2005-Estt.(A) (Pt.II) dated 14<sup>th</sup> May 2009 vide which the decision to modify the APAR has been communicated and the modification of the existing system of giving an opportunity to an individual to make representation against the final entries. With the change in the existing system of writing of performance appraisal report, it has been instructed that the full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the report is complete with the remarks of reviewing officer. Where the Govt. servant has only one supervisory level above him as in the case of Personal Staff attached to officer such communication shall be made after the Reporting Officer has completed the performance Assessment. In this regard Head Office letter dated 17.1.2011 and 11.3.2011 indicated in para 2 above may be referred to.

12. **Monthly Progress Reports:** All the Regional P.F. Commissioners of the Region are requested to submit monthly progress reports regarding completion of APARs in proforma given below (Report-II), separately by name to RPFC, APAR Cell (Hqrs) starting from the month of July 2011. As regards the arrears position in respect of report upto year 2009-2010, the same may please be forwarded in the Proforma, (Report-I) to RPFC, APAR cell, Headquarters in Proforma given in **Annexure - III.**

13. **Completion of reports for the previous years:** In the context of the implementation of APAR, it is further requested that it may be impressed upon all concerned to complete the reports for

-4-

the previous report years wherever they remain pending and may be forwarded to the respective authorities. If required special drive may be carried out to get the pending reports completed on priority by all the administrative authorities. In respect of Group "A" officers all the Addl. CPFCs in zones and RPFCs in-charge are requested to send the completed reports upto 2009-2010 to the APAR cell in Headquarters by 31<sup>st</sup> May 2011 unless requested earlier by the Head office in exigencies. The reports regarding APARs for 2010-2011 may kindly be sent to Head Office in the requisite proforma as per the due dates.

14. This issues with the approval of the Addl. Central Provident Fund Commissioner (HR).

**Encl: As above.**

Yours faithfully,

  
(SANJAY BISHT)  
Regional P.F. Commissioner Gr.II (APAR Cell)

Copy to for internal distribution and necessary action in headoffice :-

1. CVO.
2. FA & CAO.
3. All Addl. CPFCs at HQrs/Chief Engineer.
4. Director, NATRSS, New Delhi.
5. All RPFCs Gr.I/All RPFCs Gr.II in Headquarters, New Delhi.
6. Director (Recovery)/Director (Audit)
7. All Zonal Training Institutes (NZ/EZ/WZ/SZ)/Sub-ZTI Shillong.
8. All Deputy Directors (Vigilance) (NZ/EZ/WZ/SZ).
9. All Deputy Directors(Audit)/Zonal Audit Officers (NZ/EZ/WZ/SZ).
10. PS to CPFC.
11. Hindi Section for Hindi version.

  
(SANJAY BISHT)  
Regional P.F. Commissioner Gr.II (APAR Cell)

**Annexure- I****(Head office Circular no. ACR-1/2011/Headquarters/****Dated: .05.2011)**

Statement showing the details of authorities to function as Reporting & Reviewing officers or various grades of officers for writing the Confidential Reports.

**Section-I****Headquarters**

<b>S.No</b>	<b>Designation of the officer</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>
1.	Chief Vigilance Officer	Central Provident Fund Commissioner	Secretary(L&E), GOI * CVC - Accepting authority
2.	FA &CAO	Central Provident Fund Commissioner	Chairman Executive Committee CBT, EPF
3.	Addl. CPFC	Central Provident Fund Commissioner	Chairman, Executive Committee, CBT, EPF
4.	RPFC Gr. I	Addl. CPFC In-charge /FA &CAO/ Respective Controlling Officer	Central Provident Fund Commissioner
5.	RPFC Gr. II	Addl. CPFC In-charge /FA &CAO/ Respective Controlling Officer	Central Provident Fund Commissioner
6.	Director (Audit)	FA & CAO	Central Provident Fund Commissioner
7.	Director (Official Language)	Addl. CPFC in-charge of (Official Language)	Central Provident Fund Commissioner
8.	Dy. Director (Audit)	Director (Audit)	FA & CAO
9.	Director (Recovery)	Addl. CPFC (Compliance)	Central Provident Fund Commissioner
10.	Dy. Director (Recovery)	Director (Recovery)	Addl. CPFC (Compliance)
11.	APFC	RPFC Gr.II/ RPFC Gr.I/ Respective Controlling Officer	Addl. CPFC / FA& CAO/ Respective Controlling Officer
12.	Jr. Analyst	RPFC (F&A)	FA & CAO
13.	Research Assistant	Jr. Analyst	RPFC (F&A)
14.	Chief Engineer	Central Provident Fund Commissioner	Chairman, Executive, Committee, CBT EPF
15.	Executive Engineer	Chief Engineer	Central Provident Fund Commissioner
16.	Assistant Engineer	Executive Engineer	Chief Engineer

17.	Audit Officer (in PFD)	Asstt. Engineer/else Executive Engineer/ Respective Controlling Officer	Chief Engineer
18.	Junior Engineer	Assistant Engineer/ else Executive Engineer	Chief Engineer
19.	Dy. Director (Official Language)	Director (Official Language)	Addl. CPFC in-charge of (Official Language )
20.	Assistant Director (Official Language)/ Hindi Officer	Dy. Director (Official Language)	Addl. CPFC in-charge of (Official Language)
21.	Sr./Jr. Hindi Translator	Assistant Director (Official Language) / Hindi Officer	Dy. Director (Official Language)
22.	Welfare Officer	RPFC Gr.I (HRM)	Addl. CPFC (HR)
23.	Dy. Director (Vigilance)	Chief Vigilance Officer	Central Provident Fund Commissioner
24.	Asstt. Director (Vigilance)	Dy. Director (Vigilance)	Chief Vigilance Officer
25.	Director (IS)	Addl. CPFC (IS)	Central Provident Fund Commissioner
26.	Dy. Director (IS)	Director (IS)	Addl. CPFC (IS)
27.	Asstt. Director (IS)	Dy. Director (IS)	Director (IS)
28.	Programmer	Dy. Director (IS)	Director (IS)
29.	Section Officer	APFC / Officer in-charge of Section	RPFC Gr.II/ RPFC Gr.I
30.	All Group 'C' Staff	Section Officer/Officer in charge of the Section/Cell	RPFC Gr.II in-charge /APFC in-charge / Branch Officer.
31.	PS/PA/Stenographer	Concerned officer with whom Staff is posted	Concerned officer with whom Staff is posted
32.	Data Processing Assistant	Programmer/ Respective Controlling Officer	Assistant Director (IS)/ Respective Controlling Officer.

**Section -II****NATRSS / ZTIs**

<b>S.No</b>	<b>Designation of the officer</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>
1.	Director NATRSS	Central Provident Fund Commissioner	Chairman Executive Committee, CBT EPF.
2.	RPFC (Training)	Director (NATRSS)	Central Provident Fund Commissioner.
3.	Deputy Director (Training)	Director (NATRSS)	Central Provident Fund Commissioner .
4.	Assistant Research Officer	RPFC, Training	Director, NATRSS
5.	Section Officer	Dy. Director, NATRSS	Director, NATRSS
6.	RPFC Gr.I in-charge ZTI	Director , NATRSS	Central Provident Fund Commissioner.
7.	APFC in ZTI	RPFC Gr.I in-charge ZTI	Director, NATRSS
8.	Programmer	Dy. Dir. (Training)	Director, NATRSS
9.	Enforcement Officer or Accounts Officer in ZTI	APFC (Training)	Officer-in-charge of ZTI
10.	Group 'C' Staff	Enforcement Officer or Accounts Officer/Section Officer or concerned Group 'B' supervising Officer	APFC (Training)/ Dy. Director, (Training)
11.	PS/PA/Stenographer	Concerned Officer with whom Staff is posted	Concerned Officer with whom staff is Posted
12.	Data Processing Assistant	Programmer/Respective Controlling Officer	Assistant Director (IS)/Respective Controlling Officer

**Section-III****REGIONS/ZONES**

<b>S.No</b>	<b>Designation of the officer</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>
1.	Addl. CPFC zone.	Central Provident Fund Commissioner	Chairman, Executive Committee, CBT, EPF .
2.	RPFC Gr.I in-charge of Region.	Addl. CPFC zone.	Central Provident Fund Commissioner.
3.	All RPFCs Gr.II	RPFC Gr.I of the Region	Addl. CPFC zone.
4.	All RPFCs Gr. II in-charge of SROs.	RPFC Gr.I of the Region	Addl. CPFC zone.
5.	All APFCs in the Regional offices	RPFC Gr.II of the Region/Respective	RPFC Gr.I of the Region .

S.No	Designation of the officer	Reporting Officer	Reviewing Officer
		Controlling Officer	
6.	All APFCs in the Sub-Regional Offices.	RPFC Gr.II/Officer in Charge of SROs.	RPFC Gr.I of the Region
7.	All APFCs in the Sub-Regional Offices under the in-charge of APFC as OIC	Respective Controlling / RPFC Gr.II of the Region (As assigned by RPFC Gr.I of the Region)	RPFC Gr.I of the Region
8.	Junior Engineer (in Region)	Assistant Engineer/ Executive Engineer/ else RPFC Gr. I of the Region	Chief Engineer
9.	Assistant Director (Official Language)/Hindi Officer in Regional Offices	APFC/RPFC Gr.II (Adm.)	RPFC Gr.I of the Region
10.	Assistant Director (Official Language)/Hindi Officer in Sub-Regional Offices	RPFC Gr.II/Officer in charge of the SRO.	RPFC Gr.I of the Region
11.	Sr./Jr. Hindi Translators RO/SRO	Hindi Officer/ Asstt. Director (Official Language)/APFC (Adm.)	APFC (Adm.) /RPFC Gr. II (Adm.) /Officer -in-charge of the SRO.
12.	Accounts Officer in Regional Offices.	APFC in-charge /Respective Controlling Officer	RPFC Gr. II / Respective Controlling Officer.
13.	Accounts Officer in Sub-Regional Offices.	APFC in-charge /Respective Controlling Officer	RPFC Gr. II in-charge of SROs/ Respective Controlling Officer as assigned by RPFC Gr.I of Region
14.	Enforcement Officers in Regional Offices.	APFC in-charge /Respective Controlling Officer	RPFC Gr. II / Respective Controlling Officer.
15.	Enforcement Officers in Sub-Regional Offices.	Respective Controlling Officer / APFC	RPFC Gr. II in-charge of SROs/Respective Controlling Officer as assigned by RPFC Gr.I of the Region.
16.	Asstt. Engineer	Executive Engineer/else RPFC-I of the Region	Chief Engineer
17.	Asstt. Dir.(IS)	RPFC Gr.II in-charge of E.D.P.	RPFC Gr.I in-charge of the Region
18.	Programmer	APFC in-charge/ RPFC Gr.II in-charge/else Asstt. Director (IS).	RPFC Gr.II in-charge/else RPFC Gr.I of the Region
19.	Section Supervisor RO/SRO	Enforcement Officer or Accounts Officer /else APFC in-charge	APFC in-charge/ else RPFC Gr.II in-charge.
20.	Other Group 'C' Staff	Section Supervisor / Section Supervisor in-charge of the Section	Enforcement Officer or Accounts Officer/APFC in-charge/else Branch Officer.

S.No	Designation of the officer	Reporting Officer	Reviewing Officer
21.	PS/PA/Stenographer	Concerned Officer to whom staff is Posted	Concerned Officer to whom staff is posted
22.	Data Processing Assistant	Programmer/Respective Controlling Officer.	APFC in-charge/RPFC-II in-charge/ /else Asstt. Director (IS).

**Section-IV**

**Audit Directorate**

S.No	Designation of the officer	Reporting Officer	Reviewing Officer
1.	Dy. Director ( Audit)	Director (Audit)	FA & CAO
2.	Asstt. Director ( Audit)	Dy. Director (Audit)	Director (Audit)
3.	Asstt. Audit Officer	Asst. Director ( Audit)	Dy. Director (Audit)
4.	Auditor	Asstt. Audit Officer	Asst. Director (Audit)
5.	Group 'C' Staff in Audit Directorates	Asstt. Director (Audit)	Dy. Director (Audit)

**Section-V**

**Vigilance Directorate**

S.No	Designation of the officer	Reporting Officer	Reviewing Officer
1.	Dy. Dir. (Vigilance)	Chief Vigilance Officer	Central Provident Fund Commissioner
2.	Asstt. Dir. (vigilance)	Dy. Dir. (Vigilance)	Chief Vigilance Officer
3.	Vigilance Asstt.	Asstt. Dir. (Vigilance)	Dy. Director (Vigilance)
4.	Group 'C' Staff in Zonal Vigilance Directorates	Asstt. Dir. (Vigilance)	Dy. Director (Vigilance)
5.	PS/PA/Stenographer	Concerned Officer with whom staff is posted	Concerned Officer with whom staff is posted

DO.POLT QN.No. 21011/1/2005- Estt.(A)(PE.II) DT.23-7-2009

**Time schedule for preparation/completion of ARAR  
(Reporting year-Financial Year)**

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March (This may be completed even a week earlier),
2.	Submission of Self-appraisal to reporting officer by officer to be reported upon (Where applicable)	15 <sup>th</sup> April
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided.	31 <sup>st</sup> August
6.	(a) Disclosure to the Officer reported upon where there is no accepting authority. (b) Disclosure to the Officer reported upon where there is accepting authority	01 <sup>st</sup> September 15 <sup>th</sup> September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representation to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	21 <sup>st</sup> September 06 <sup>th</sup> October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
10.	Communication of the decision of the competent authority on the representation by the APAR cell	15 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November

**Report - I**

**MONTHLY PROGRESS REPORT ON THE COMPLETION OF APARs  
FOR THE YEAR 2009-2010 and 2010-2011  
IN RESPECT OF GROUP 'B' & 'C' EMPLOYEES  
(where ACRs are kept in the custody of RPFC in-charge of the Region)**

Total No. of APARs to be rendered during the year.	No. of APARs completed and filed in the Dossiers.	No. of APARs disclosed to the officer and acknowledgements obtained.	No. of cases where representations against adverse remarks received.	No. of cases where representations processed and disposed of.

**Report - II**

**MONTHLY PROGRESS REPORT ON THE COMPLETION OF APARs  
FOR THE YEAR 2009-2010 and 2010-2011  
IN RESPECT OF GROUP 'A' & 'B' EMPLOYEES  
(where APARs are kept in the APAR cell at Headquarters)**

Total No. of APARs to be rendered during the year.	No. of APARs reported/review completed and forwarded to Headquarters.	No. of APARs disclosed to the officer and acknowledgements obtained.	No. of APARs reported and forwarded to Head Quarters for Review (indicate the name of officers to review).	No. of cases where representations processed and disposed of