



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय
Headquarters
पंचदीप भवन सी.आई.जी. मार्ग, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
Phone: 011-23604700 Email: dir-gen@esic.nic.in
Website: www.esic.nic.in / www.esic.in

A-33/11/2/2009-E.I-Part(1)

#ApprovedDate#

09/05/2025

CIRCULAR

Subject: Preparation and maintenance of Annual Performance Assessment Reports (APAR).

On the above cited subject, a circular dated 24.03.2025 was issued by ESIC, instructing all concerned to strictly adhere to the instructions/timelines prescribed by the Department of Personnel & Training (DoPT) vide their Office Memorandum dated 23.07.2009.

Subsequently, DoPT has issued a revised Office Memorandum dated 09.04.2025 (copy enclosed), prescribing updated timelines for Annual Performance Appraisal Reports (APARs).

In view of the above, it is hereby directed that the revised instructions/timelines as prescribed in DoPT's O.M. dated 09.04.2025 shall be adopted and followed by all concerned offices/Hospitals/ Medical Colleges/Dental Colleges/ Nursing Colleges/DMD etc. of ESIC with immediate effect.

All field units and concerned officers/officials are hereby directed to strictly adhere to the instructions and complete their APARs through the SPARROW PORTAL only, within the prescribed timelines, as per DoP&T guidelines.

(Ashish Sinha)

Deputy Director E.I

Copy To,

1. PPS of DG/FC/CVO for information.
2. All Divisional Heads at Hqrs for kind information.
3. Zonal Insurance Commissioners/Zonal Medical Commissioners for kind information.
4. Insurance Commissioner, NTA, New Delhi for information and necessary action.
5. All RDs/JD, I/cs of Regional Offices/Sub Regional Offices for information and necessary action.
6. All the Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals/ Dean of ESIC Medical/Dental Colleges/PGIMSR for information and necessary

action. A-33/11/2/2009-E.I-Part(1) I/2367971/2025

7. D(M)Delhi/D(M)Noida for information and necessary action.

8. Deputy Director E-V Hqrs office for information and necessary action.

9. Medical DPC, Hqrs Office for information and necessary action.

10. Website Content Manager for uploading the same on website of ESIC.

11. Guard File/Spare Copy.