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

मुख्यालय
Headquarters'
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A-33/11/2/2009-E.I-Part(1) (I/2367971/2025)   Date 24-03-2025

CIRCULAR

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

Instructions regarding preparation and maintenance of Annual Performance Assessment Reports (APAR), issued vide DoP&T OFFICE MEMORANDUM No. 21011/1/2005-Estt(A) (Pt-II) dated 23.07.2009 (copy attached) is hereby reiterated to adhere the prescribed timelines for APAR recording for the year 2024-25.

Further, all the field units are also being instructed to generate and submit the APAR exclusively through electronic mode i.e. SPARROW PORTAL only.

The PAR Custodian will monitor compliance within the field units. Any delays, issues, or technical difficulties encountered while using the SPARROW PORTAL should be reported immediately to the Help Desk Sparrow at (help.sparrow@esic.nic.in).

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.

Assistant 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.

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.