



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 सी०आई०जी रोड, नई दिल्ली-110002

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-17/12/9/SPARROW/20E.Ipt.1

22-04-2025

CIRCULAR

Subject:- Submission of APAR lying at various stages - reg.

Timely submission of APAR is crucial for assessing performance, facilitating career progression, and fulfilling administrative requirements. However, It has come to our notice that a significant number of Annual Performance Appraisal Report (APAR) are lying at various stages i.e. Self-Appraisal, Reporting, Dual Reporting, CR Section to Disclose, Pending with Office Disclosure, Pending with CR Section for closing etc. for the year 2023-2024 as mentioned below. This has been viewed seriously by Higher Authorities.

| S No. | Lying at | No of APARs (as on 21.04.2025) | List Annexed at |
|-------|-------------------------------------|-----------------------------------|-----------------|
| 1 | Pending With Officer Reported Upon | 265 | Annexure-1 |
| 2 | Pending With Reporting Authority | 440 | Annexure-2 |
| 3 | Pending With Dual Report | 1 | Annexure-3 |
| 4 | Pending With Reviewing Authority | 310 | Annexure-4 |
| 5 | Pending With CR Section To Disclose | 218 | Annexure-5 |
| 6 | Pending With Officer Disclosure | 9037 | Annexure-6 |
| 7 | Pending With CR Section for Closing | 2634 | Annexure-7 |

In this regard, all officials and officers of ESIC are directed to ensure that the pending PARs at their level for the year 2023–2024 are completed and submitted immediately, and in any case, no later than April 28, 2025. Non-compliance with this directive will be reported to higher authorities. Also, after closure of the portal the concerned will be held responsible for incomplete APAR.

Furthermore, The PAR (Central) Custodian of respective field unit 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).

Digitally signed by
Jai Shankar Tiwari
Date: 22-04-2025
09:16:04
(Jai Shankar Tiwari)
Assistant Director

Copy To,

1. All Divisional Heads/ PPS at Hqrs for kind information.
2. Zonal Insurance Commissioners/Zonal Medical Commissioners for kind information.
3. Insurance Commissioner, NTA, New Delhi for information and necessary action.
4. All RDs/DD, I/cs of Regional Offices/Sub Regional Offices for information and necessary action.
5. All the Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals/ Dean of ESIC Medical/Dental Colleges/PGIMSR for information and necessary action.
6. D(M)Delhi/D(M)Noida for information and necessary action.
7. Deputy Director E-V Hqrs office for information and necessary action.
8. Medical DPC, Hqrs Office for information and necessary action.
9. Website Content Manager for uploading the same on website of ESIC.
10. Guard File/Spare Copy.