



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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File No.: A-29013/3/2022-DPC(M)-Part(3)

Dated: 06-11-2024

OFFICE MEMORANDUM

Subject: Completion of APAR for the year 2023-24 in r/o Medical Officers in ESIC-regarding.

Writing of APAR is a public trust and responsibility and it should be completed within the time scheduled.

The progress made on generation and completion of online APARs reveals that the APARs are still pending at the level of Local Custodian, Reported upon and Reporting officers (List in excel is enclosed). The last date of entry of any remark in APAR by Reporting Officer was **15/10/2024** and last of Reviewing the APAR is **15/12/2024**. On scrutiny of SPARROW, following is the status of pendency for Medical Officers in ESIC:

| Sl No. | Status of APARs | No. of APARs |
|--------|---|--------------|
| 1. | Work flow created but APAR not Generated | 3 |
| 2. | APARs Generated but not sent to Medical Officers for self-Appraisal | 5 |
| 3. | APARs Pending with officers to be reported upon | 190 |
| 4. | APARs pending with Reporting Officers | 216 |

A Plain perusal of the above statement shows that as on dated 05/11/2024, timely action has not been done in most of the case by Reported on and Reporting Officers. As per the practice followed by NIC, the window for online recording of APARs on SPARROW system will be closed on 31st December, 2024. Thereafter, it will not be possible to take any action on the APARs.

In view of the facts stated above, all the Controlling Officers are directed to bring the contents of this OM to the concerned Custodian officer, Reported Upon, Reporting Officers and Reviewing Officers for completing action pending on their part, before the deadline i.e. 15/12/2024.

This issue with the approval of Competent Authority.

Enclosure: As stated

Signed by Rajesh Prasad

Gupta

Date: 06-11-2024 10:00:14

(राजेश प्रसाद गुप्ता)
सहा. निदेशक (विभागीय पदोन्नति प्रकोष्ठ)
(डी.पी.सी. चि.-चि.प्र)

प्रतिलिपि: (ESIC website के माध्यम से—आवश्यक कार्रवाई हेतु)

1. वेबसाइट कंटेंट मैनेजर को वेबसाइट पर अपलोड करने हेतु।