



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



मुख्यालय
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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

(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.

F. No. 21011/10/2025 PP(A-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

dated the 09th April, 2025

OFFICE MEMORANDUM

Subject: Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services

The undersigned is directed to invite reference to this Department's OM No.21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009 on the subject, "**Preparation and maintenance of Annual Performance Assessment Reports (APAR)**".

2. In partial modification of Annexure III of the abovementioned DoP&T OM dated 23.07.2009, the competent authority has approved revised time schedule for preparation / completion of Annual Performance Assessment Report (APAR). Accordingly, the revised time schedule, *i.e.*, Annexure III is annexed herewith.

3. These instructions will come into force from the Reporting Year 2024-25 onwards.


(Rajesh Sharma)

Under Secretary to the Government of India

All Ministries / Departments / Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC for uploading of DoP&T's website

Annexure-III**Time schedule for preparation/completion of Annual Performance Assessment Report
(Reporting Year- Financial Year)**

S. No.	Activity	Date by which to be completed	Auto Forward
1.	Distribution of blank APAR forms to all concerned (<i>i.e.</i> , 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).	01 st April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th May	16 th May
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	30 th June	01 st July
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31 st July	01 st August
5.	Appraisal by Accepting Authority, wherever provided	31 st August	01 st September
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority	01 st September	
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority	15 th September	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority (a) where there is no Accepting Authority for APAR	21 st September	
	(b) where there is Accepting Authority for APAR	06 th 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 th November	
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November	