



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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Date: 28/07/2025

MEMORANDUM

Subject: Mandatory Submission and Timely Completion of APARs – Reg.

It has been noticed with concern that in several instances, custodians are not generating the APAR of eligible employees within the stipulated time schedule. Simultaneously, many employees are not informing the custodians or administrative authorities regarding the non-generation of their APARs. This dual negligence is resulting in APARs not being initiated, leading to further delays in the appraisal cycle.

Further, it has also been observed that the self-appraisal component of the Annual Performance Appraisal Report (APAR) is often not being submitted within the prescribed timeframe. This has resulted in delays and deficiencies in the APAR processing system, thereby adversely impacting promotional consideration and performance evaluation of employees.

As per NIC protocol, the SPARROW portal has dedicated timelines for the completion of APARs. Once the deadline has passed, no further action will be possible on the APAR, and incomplete APARs will not be considered for promotion.

It is once again emphasized that the responsibility for timely generation, submission, and completion of Annual Performance Appraisal Reports (APARs) rests jointly with the Custodians, the concerned employees, and their respective Reporting and Reviewing Officers. Timely action at each stage is crucial, as any delays or lapses may adversely affect an employee's appraisal outcomes and promotional prospects.

In view of the above, the following instructions are issued for strict compliance by all concerned:

1. APAR Custodian:

- Must ensure that APARs for all eligible employees are generated well within the stipulated timelines.
- Must closely monitor the progress of each APAR and ensure timely forwarding at each stage, specifically:
 - o From the Medical Officer (Reported Upon) to the Reporting Officer.
 - o From the Reporting Officer to the Reviewing Officer.
- Custodians will be held accountable for any unwarranted delays or inaction during the APAR workflow.

2. Medical Officers (Reported Upon):

- Must ensure that their APARs are generated and that they complete the self-appraisal section on the SPARROW portal within the prescribed timelines.

- Non-compliance may affect their eligibility for promotion, as per existing rules and DPC (Departmental Promotion Committee) guidelines.

3. Reporting Officers:

- Are required to assess the APARs of their subordinates within the system-defined timelines.
- Delays or failure to complete the appraisal in time may attract disciplinary action as per applicable rules.

4. Reviewing Officers:

- Must ensure that the review of APARs is completed within the prescribed timeframe.
- Reviewing Officers are also liable for appropriate action in case of failure to adhere to timelines.

5. Controlling Authorities:

- Are requested to circulate this memorandum to all concerned officers and ensure strict adherence to the APAR process.
- Should direct Custodians to expedite any pending APARs, especially where delays are observed.
- Should remind all concerned officers that any delay in completion of APARs, attributable to their inaction, may result in appropriate administrative action.

All employees are advised to ensure compliance with the APAR timelines, including timely generation and completion of self-appraisals. This is essential to safeguard their career progression and promotion eligibility.

This issues with the approval of the Competent Authority.

(Rajesh Prasad Gupta)
Assistant Director, DPC (Medical)

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.