



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



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A-33/11/2/2009-E.I-Part(1)

16-05-2025

## CIRCULAR

### **Subject: Adherence to DoP&T Timelines for Recording of APAR for the Year 2024–25 – Regarding**

It is reiterated that all officers and officials are required to strictly adhere to the timelines prescribed by the Department of Personnel & Training (DoPT) for recording of Annual Performance Appraisal Reports (APARs) for the appraisal year 2024–25. In this regard circular dated 24.03.2025 (copy attached) and 09.05.2025 (Copy attached) were issued.

However, despite issuance of earlier circulars (copy attached) from this office, it has been observed with serious concern that the number of APARs created in SPARROW Module for the year i.e. 2024-25, is significantly low when compared to the previous year. It has also been observed that self-appraisal in APAR is pending after passing of its due date as prescribed by DoP&T, which is, 15.05.2025.

In view of the above, all Field Offices/APAR custodians are hereby directed to expedite the process of APAR creation in SPARROW so that the timelines issued by DoPT are duly adhered to.

All concerned officers/officials are also directed to comply with the prescribed schedule without fail. For any technical assistance related to SPARROW, users may contact the support team at: [help.sparrow@esic.nic.in](mailto:help.sparrow@esic.nic.in).

**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. 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.