



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

Dated: 11/12/2024

## MEMORANDUM

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

**Ref.: Memorandum dated 06/11/2024 on above subject.**

The progress made on generation and completion of online APARs reveals that the APARs are still pending at the level Reported upon for self-appraisal and Reporting officer. Since the last date of entry of any remark in APAR by Reporting Officer was 15/10/2024 and last date of Reviewing the APAR is 31/12/2024 as per circular dated 04/09/2024.

SI No.	Status of APARs	No. of APARs	
		Old Data	New Data
1	Workflow created but APAR not Generated	3	3
2	APAR Generated but not sent to Medical officer for self-appraisal	5	4
3	APAR pending with officers to be reported upon	190	154
4	APAR pending with Reporting officer	216	128

A plain perusal of the above statement shows that as on dated 10/12/2024, 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 31<sup>st</sup> 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 Authorities are directed to bring the contents of this OM to the concerned Custodian officer, Reported Upon, Reporting Officers and Reviewing Authority for completing action pending on their part, before the specified timeline i.e. 31.12.2024.

Further, the Controlling Authorities are requested to direct concerned custodians to fast forward the APAR from 'Reported upon' to 'Reporting Officers' and from 'Reporting Officers' to 'Reviewing Officers', if the same is not able to timely complete the APAR. The custodians will be held liable for action, if the APAR is not completed before the timeline.

### **This issue with the approval of Competent Authority**

Enclosure: As stated.

(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 कंटेनर को वेबसाइट पर अपलोड करने हेतु।