



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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Z-17/2/APAR25-26/2026-E.I

22-07-2026

Circular

Subject: Timely Completion of APARs for the Assessment Year 2025-26 through SPARROW Portal - Reg.

Attention is invited to this Office Circular dated **25.06.2026**, wherein all Regional Offices, Sub-Regional Offices, Directorates, Medical Institutions, Medical Colleges and other field units of ESIC were instructed to ensure timely completion of APARs for the Assessment Year **2025-26** by generating pending APARs, obtaining self-appraisals, and strictly adhering to the timelines prescribed by DoP&T.

However, as per the status available on the SPARROW Portal, it has been observed that approximately **905 APARs** are still pending at the **Self-Appraisal** stage, around **11,000 APARs** remain pending with the **Reporting Officers** despite the expiry of the prescribed timeline, and approximately **8,405 APARs** are pending at the **Reviewing** stage, although the last date for reviewing, i.e., **31.07.2026**, is fast approaching. It has also been observed that a substantial number of APARs/workflows have not yet been generated/prepared/sent in the SPARROW Portal.

Timely completion of APARs is essential for ensuring compliance with the timelines prescribed by DoP&T and to avoid delays in the subsequent stages of the APAR process, namely Reporting, Reviewing, Disclosure, Closure, Representation, etc.

Accordingly, all Heads of Offices, Regional Directors, Directors of Medical Institutions/Medical Colleges and PAR (Central) Custodians are requested to accord **top priority** to this matter and ensure that:

- i. All pending APARs/workflows are generated/prepared in the SPARROW Portal without any further delay.
- ii. Officers concerned submit their pending self-appraisals immediately.
- iii. Reporting Officers complete the pending APARs under their control on priority.
- iv. Reviewing Officers finalize all pending APARs well before the prescribed timeline.

v. The progress of APAR completion is closely monitored at the unit level and all timelines prescribed by DoP&T are adhered to strictly.

The concerned Heads of Offices and PAR (Central) Custodians may closely monitor the progress of APARs and ensure that all pending cases are completed within the prescribed timelines.

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.
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