



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



मुख्यालय
Headquarters
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
Phone: 011-23604700 Email : dir-gen@esic.nic.in
Website : www.esic.nic.in / www.esic.in

A-33/11/02/2009(Part-2)

31-07-2026

CIRCULAR

Subject: Completion of pending APARs for the Reporting Year 2024-25 through the SPARROW Portal - reg.

It has been observed that, despite repeated communications and reminders issued by Headquarters, a substantial number of Annual Performance Assessment Reports (APARs) pertaining to the Reporting Year **2024-25** continue to remain pending at various stages in the SPARROW Portal. Such delays hinder the timely completion of the APAR cycle and adversely affect administrative efficiency.

The stage-wise pendency status is as under:

Sl. No.	Stage of Pendency	APARs Pending
1	Pending with Officer Reported Upon	144
2	Pending with Reporting Officer	312
3	Pending with Dual Report	6
4	Pending with Reviewing Officer	459
5	Pending with CR Section for Disclosure	21
6	Pending with Officer for Disclosure	2599
7	Pending with CR Section for Closing	344
8	Pending at Various Representation Stages	114

Timely completion of APARs is mandatory to ensure adherence to the timelines prescribed by DoP&T and to avoid cascading delays in the subsequent stages of the APAR process, including Reporting, Reviewing, Disclosure, Closure and disposal of Representations. Continued pendency at any stage not only delays the final closure of the APAR cycle but also affects overall administrative functioning.

In view of the above, **all Heads of Offices, Regional Directors, Directors of Medical Institutions/Medical Colleges and PAR (Central) Custodians** are hereby directed to personally review and monitor the pendency under their jurisdiction and ensure that all pending APARs are processed and completed on the SPARROW Portal on the highest priority. Responsibility for any avoidable delay in disposal of pending APARs shall rest with the concerned authorities.

The concerned authorities shall ensure that all pending actions at every stage are completed expeditiously so that the APAR cycle for the Year **2024-25** is brought to its final closure at the earliest, enabling Headquarters to intimate NIC for closure of the APAR cycle.

All concerned shall treat this matter as **MOST URGENT** and accord it **TOP PRIORITY**. Any laxity in compliance with these instructions will be viewed seriously.

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