



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



स्थापना शाखा - 1/ ESTABLISHMENT BRANCH - 1
पंचदीप भवन, सी. आई. जी. मार्ग, नई दिल्ली-110 002
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI - 110 002
Website: esic.nic.in/ esic.in

No.Z-33/13/02/2022-E.I

Dated : 04-09-2025

OFFICE MEMORANDUM

Sub: Timely Completion/Disposal of APAR / APAR Representation Cases-reg

1. The following Zonal Offices have been established and made functional w.e.f. 2023:

Zonal Office	Zonal HQ	Jurisdiction	Headed by
East	Ranchi	Bihar, Chhattisgarh, Jharkhand, Odisha & UP	Insurance Commissioner Medical Commissioner
West	Ahmedabad	Gujarat, Maharashtra Goa, MP & Rajasthan	Insurance Commissioner Medical Commissioner
North	Chandigarh	Delhi, HP, Haryana, Punjab, Uttarakhand, Chandigarh, J&K and Ladakh	Insurance Commissioner Medical Commissioner
South	Bangalore	AP, Kerala, Karnataka, Tamilnadu, Telangana, A&N, Lakshadweep & Puducherry	Insurance Commissioner Medical Commissioner
North East	Guwahati	Assam, Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Nagaland, Sikkim, Tripura & West Bengal	Insurance Commissioner Medical Commissioner

2. Timely completion of Annual Performance Appraisal Reports (APARs) is critical for the efficient processing of cases related to confirmation, promotion, deputation, and other service matters. As specified in DoPT's O.M. No. 35014/4/83-Estt.(A) dated 23.09.1985, the preparation of APARs constitutes an important element of public trust and administrative accountability, and all related activities must be completed within the prescribed timelines.

3. In this regard, Headquarters has been issuing instructions from time to time to ensure the timely disposal of APARs. However, it has been observed that some of the field units are not adhering to the established instructions issued by DoPT regarding APAR disclosure and disposal of representations and the representations are being forwarded directly to this office in many cases, irrespective of the designated Reporting Officer, Reviewing Officer, or Competent Authority.

4. There have also been instances of incorrect mapping of Reporting and Reviewing Officers in the APAR system, leading to delays and automatic closure of APAR cases without proper disposal. These delays adversely affect the processing of MACP/promotion cases and hinder timely action on matters such as disposal of adverse remarks etc.

5. In view of the establishment of Zonal Offices and posting of Insurance & Medical Commissioners in those offices, it is hereby reiterated that:

(a) APAR representation cases where the Director General, Financial Commissioner, or Chief Vigilance Officer are not the Reporting Officer, Reviewing Officer, or Competent Authority (for the purpose of disposal of the representations) have to be examined and disposed of by the respective Regional Directors/Medical Superintendents/Zonal Insurance Commissioners/Zonal Medical Commissioners, as applicable.

(b) Accordingly, only those cases in which the Director General, Financial Commissioner, or Chief Vigilance Officer is the Reporting Officer, Reviewing Officer, or Competent Authority should be mapped to Headquarters by the respective Nodal Officers of SPARROW/CR Sections for further action.

6. The instructions issued by DoPT vide O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009 and O.M. No. 35014/4/83-Estt.(A) dated 23.09.1985 regarding the timely preparation and disposal of APARs must be strictly followed by all cadre controlling authorities, field units, and subordinate offices. It is reiterated that these guidelines are binding and not merely advisory in nature.

Accordingly, the Nodal Officers of SPARROW/CR Sections of all Field Units are directed to ensure the accurate and timely mapping of Reporting and Reviewing Officers in the APAR system, in coordination with the respective Zonal Offices. They must also ensure the correct mapping of the Officer Reported Upon (ORU), Reporting Officer (RO), and Reviewing Authority (RA) at the time of APAR generation. Once the APAR is auto-forwarded, there is no provision for reversion.

It is also essential to prevent the automatic closure of cases and to enable the timely resolution of any representations, if received. All concerned are hereby instructed to strictly adhere to the prescribed timelines and ensure that the APAR process is completed accurately and without delay.

7. Furthermore, all field offices are directed to dispose of all pending representation cases through the concerned Competent Authority on priority basis and to forward the compliance report accordingly. In cases where the Competent Authority is located at Headquarters, the cases should be forwarded to this office at the earliest.

8. Zonal Offices are also advised to ensure proper disposal of APAR cases within stipulated time.

With a view to further streamline and expedite the process of APAR completion, all concerned Reporting/Reviewing Authorities and Nodal Officers of SPARROW/CR Sections are requested to ensure strict compliance with the above

instructions.

This is issued with the approval of Competent Authority.

Deputy Director(DPC)

To,

1. All divisional Heads of ESIC Hqrs., New Delhi
2. All Zonal Medical Commissioner/Insurance Commissioner of ESIC
3. All Regional Director/JD (I/c)/ DD (I/c) of Regional and Sub Regional Offices of ESIC.
4. All Deans/Medical Superintendent of ESIC Medical Colleges & Hospitals
5. Nodal Officers, SPARROW/CR Section, HQRS
6. Website Content Manager to upload this O.M. on the website of ESIC