



**HEADQUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAVAN: C.I.G. ROAD:NEW DELHI-110002**  
<http://esic.nic.in>

No.A-33/11/2/2009-E.I

Dated:22.03.2010

To

- 1) **All the Regional Directors**
- 2) **All the Directors /JT. Directors I/c of the SROs/JD-V Hqrs. Office**
- 3) **D(M)Delhi/ D(M) Noida**
- 4) **All the Medical Superintendents of the ESIC Hospitals & ESIC Model Hospitals**

**Subject:- Preparation and maintenance of Annual Performance Appraisal Report (APAR) – reg.**

Sir,

I am directed to forward herewith copies of the Govt. of India OM No.21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No.22/12/2009-CS.I(C.R.) dated 03.02.2010 for information and guidance. Accordingly, the proforma of Annual Performance Appraisal Report for different cadres has been revised to introduce the numeric form of grading with the colour coding. Keeping in view the imminent requirement of the APAR forms for the reporting year 2009-10, the following guidelines may please be followed so that APAR work may be completed as per the prescribed time schedule :-

1. As a one time measure the Hqrs. Office will print the revised APAR forms for different cadres alongwith the required colour coding and supply the same to the field units in due course.
2. The field units, in future, will arrange the printing of the APAR forms for their local use as per the samples provided by the Hqrs. office. To ensure the economy in printing of the APAR forms, the Regional Office shall print the APAR forms centrally after following the GFR procedure for all the non-medical cadres working in Hospitals/ROs/SROs within the region and will ensure their supply to all units as per their requirement. For the Medical and Paramedical cadres, the respective Medical Superintendents shall ensure the printing of the APAR forms in accordance with the sample provided by Hqrs. However, for the medical/non-

