

~~SECRET~~

HEADQUARTERS
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: 12-01-2011

To

- 1) All the Regional Directors
- 2) JD-V Hqrs. office.
- 3) D(M)Delhi/D(M)/Noida
- 4) All the Medical Superintendents of the ESIC Hospitals & ESIC Model Hospitals.

Sub.: Preparation and maintenance of Annual Performance Appraisal Reports (APAR)-Reg.

Ref.: This office letter of even no. dated 22.03.10.

Sir,

I am directed to refer to the above cited reference wherein it was informed that Hqrs. office will print the revised the APAR forms as a one time measure and supply the same to field units as a sample . Accordingly, the proforma(s) of APAR enclosed as per detail mentioned against each cadre with the request that 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 ensure their supply to all units as per their requirement. For medical and paramedical cadres, the respective Medical Superintendent shall ensure the printing of the APAR forms and for medical/non-medical cadres under the D(M)D/D(M) Noida, these units shall arrange the printing of the APAR forms and supply the same to the field units working under their control in accordance with the sample provided by Hqrs. Office.

Sl. NO	Name of the Cadre	No. of Performa
1	Insurance Commissioner and other SAG Officers	
2	Additional Commissioner, Chief Engineer and other Officers(NFSG)	
3	Directors and other Officers (JAG)	
4	Dy. Directors, Joint Directors, Executive Engineers and other officers in JTS/STS etc.	
5	Assistant Director/Manager Gr-I and other Group "B" Officers	
6	Head Clerk/Insurance Inspector/Manager Gr-II/Superintendent	
7	Dy. Director(Fin.)/Joint Director(Fin.)	
8	Assistant Director(Fin.)	
9	PPS	
10	P.S/P.A/Stenographers	
11	A.D(O.L)/J.D(O.L)	
12	Senior Hindi Translator/Junior Hindi Translator	
13	Assistant/UDC/Cashier etc.	
14	LDC etc.	
15	Medical Commissioner/ Medical Officer (SAG) etc.	
16	Medical Officer (NFSG) etc.	
17	Medical Officer (JTS/STS) etc.	
18	Medical Officer(JAG) etc.	
19	Non-Gazetted Para-Medical Staff etc.(Excluding Group "D" Staff).	

A copy of this office letter of even No. dated 22-03-2010 is also enclosed for information/necessary action at your end.

Kindly acknowledge the receipt of the letter.

Encl: As above

su f
(V.K. SHARMA)
ASSISTANT DIRECTOR

Copy to:

- 1 All the Joint Director, Incharge, SRO for information/necessary action.
- 2 Joint Director (Medical) -IV, Hqrs please find enclosed remaining proforma(S) of APAR in respect of Medical/Para-medical cadre for information/necessary action at their end.

Sharma
ASSISTANT DIRECTOR