

**HEADQUARTERS**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAVAN: C.I.G. ROAD:NEW DELHI-110002.**

No: A-29(11)-2/2011-E-I

Dated:27-05-2011

To

- 1) All the Regional Director
- 2) All the Directors/Joint 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

Sub: **Preparation and maintenance of Annual Performance Appraisal Report (APAR) reg.**

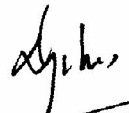
**Sir,**

I am directed to inform you that some field units are having queries about the APAR Proforma (s) in respect of Staff Car Driver and Group "D" employees as the same were not forwarded by this office alongwith other proforma (s).

In this connection, it is clarified that the existing proforma of APAR in respect of Staff Car Driver, Lift Operator and Group "D" employees etc. remain unchanged till further modifications.

It is, therefore requested to take further action in this matter accordingly.

Yours faithfully,

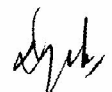


**(DEEPAK JOSHI)**

**JOINT DIRECTOR**

**Copy to:-**

- 1 PPS/PS to D.G and All Divisional Heads.
- 2 All Officers, ESIC, Hqrs.
- 3 Hindi Cell for translation.
- 4 Sh. Pranav Kumar , A.D. for uploading on ESIC Web-site.



**JOINT DIRECTOR**