



**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-

medical cadres under the D(M)D/D(M)Noida, these units shall arrange the printing of the APAR forms and supply of the same to all the units under their control.

3. In view of urgent requirement of the APAR forms for the reporting year 2009-10, all the field units are advised to download the proforma from the ESIC website (www.esic.nic.in) and cyclostyle/Xerox the same to complete the work of writing APAR within the schedule. The colour coding will be ensured after receipt of the printed APAR proforma. The colour of the APAR forms for different cadres has been decided as under:-

Sl. No.	Colour of APAR	Cadre of ESIC
1.	Green	Insurance Commissioner, Medical Commissioner & other SAG medical and non-medical officers
2.	Yellow	Chief Engineer, Additional Commissioners and other NFSG medical and non-medical Officers
3.	Blue	Directors and other medical and non-medical Officers in JAG
4.	Pink	Joint Directors, PPS, Deputy Directors, Medical Officers, Executive Engineers and other officers in JTS/STS etc.
5.	White	Up to Assistant Director including P.S., P.A., Steno Junior/Senior Hindi translator, Assistant Engineer and para-medical staff etc.

You are requested to kindly ensure writing of APAR as per the time schedule given in the Annexure-A and ensure the action regarding forwarding of APARs to the respective custodian of APARs i.e. JD E.I/JD E.II/JD (Medical) Hqrs. as the case may be, as per the detailed guidelines circulated vide Hqrs. instruction No.A-33/11/1/2009-E.I dated 22.05.2009.

(Hindi version will follow)

Yours faithfully,



(DEEPAK JOSHI)

JOINT DIRECTOR-E.I

for Director General

Copy to:-

1. PPS/PS to DG and All Divisional Heads.
2. All Officers, ESIC Hqrs.
3. Hindi Cell for translation/System Division to upload on ESIC website.

