

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 : 21.04.2010

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 that some field units are having the doubt about the writing of APAR in respect of certain cadres for which APAR proforma are not available at ESI Corporation Web-site.

In this connection, it is clarified that all the existing proforma of APAR i.e. Staff car driver, lift operator and Group "D" employees etc. remain unchanged for the reporting year 2009-2010. For all other cases the APAR proforma have been uploaded on ESIC web-site vide this office letter of even No. dated 22-03-2010.

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


This issues with the approval of Addl. Commissioner (P&A)

Yours faithfully,


(DEEPAK JOSHI)
JOINT DIRECTOR.E-I

Copy to:

- i) PPS/PS to DG and All Divisional Heads.
- ii) All Officers, ESIC Hqrs.
- iii) Hindi Cell for translation/System Division to upload on ESIC Website.


JOINT DIRECTOR.E-I