



मुख्यालय / HEADQUARTERS
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION

पंचदीप भवन / PANCHDEEP BHAWAN
सी. आई. जी. मार्ग / C.I.G. ROAD, नई दिल्ली / NEW DELHI - 110002

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

Dated: 15.04.2019

To,

1. The Insurance Commissioner (Revenue), Headquarters, New Delhi
2. All the Additional Commissioners & Regional Directors / Regional Directors / Director (I/C) / Joint Director (I/C) / Deputy Director (I/C) / Additional Commissioner, E - V, Headquarters, New Delhi
3. The Director (Medical) Delhi / Director (M) Noida
4. The Insurance Commissioner (NTA), NTA, Dwarka, New Delhi
5. All the Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals
6. All the Deans of Medical Colleges / PGIMSR / Dental Colleges / Nursing Colleges.
7. The Website Content Manager for uploading the order on the website of ESIC.

Sub:- APAR for the year 2018-19 for Group 'A' & 'B' officers – reg.

Sir/Madam,

ESIC is implementing SPARROW (Smart Performance Appraisal Report Recording Online Window) from the year 2018-19. Initially, the application would be implemented for Group 'A' & 'B' officers.

Login : <https://sparrow.esic.eoffice.gov.in>

User ID and password will be same as that of the nic email

All the Officer's concerned are requested to submit their self-appraisal online only. The login will be available from 18.04.2019. The schedule for completing the APARs remains the same as that of manual APARs. The self-appraisal would be available up to 30.04.2019. It is also requested to ensure that the reporting and reviewing officers are correctly mapped for timely completing reporting / review by the officers concerned.

Link for manual of SPARROW giving detailed work-flow and process has been sent to all RDs/MSs/JD(I/C)/DD(I/C) etc., which may be shared with all the officers concerned.

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

(Hindi version will follow)


(K.G SURESH)
Joint Director