



क.रा.बी.नि  
E.S.I.C

**தொழிலாளர் அரசு காப்பீட்டுக் கழகம்**  
(தொழிலாளர் மற்றும் வேலை வாய்ப்பு  
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(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
(Ministry of Labour & Employment, Govt. of India)



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सख्या No. A-29012/3/2022-ADMN

दिनांक Date: 03.10.2024

**परिपत्र CIRCULAR**

**विषय Subject:** Submission of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B' and 'C' officers for the year 2023-24.

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I am directed to inform you that APAR in SPARROW Module must be completed in a time bound manner as per attached HQrs office letter Circular No: A-33/11/2/2009-E.I (Vol.II)(Pt. II) dated 04.09.2024 and DoP&T OM No.21011/04/2023-Estt.(A.II) dated: 30.08.2024. The extended timeline for recording and completing of APAR for the year 2023-24 for Group A, B and C officers, as per the above circular, is as follows:-

S No	Action	Existing cut-off date	Revised cut- off date
1	Submission of Report by Reporting officer to Reviewing Officer	31 <sup>st</sup> August	15 <sup>th</sup> October
2	Report to be completed by Reviewing officer and to be sent to Administration or CR Section or Accepting Authority, wherever applicable.	31 <sup>st</sup> October	15 <sup>th</sup> December

The time limit for forwarding the completed APAR by Reporting Authority to Reviewing Authority is on or before 15.10.2024. However, it has been noticed that a large number of APAR's are not processed and are pending with Reporting Officer's logins. Hence, all the Reporting/Reviewing officers are requested to adhere to the DOPT instructions on the preparation and maintenance of Annual Performance Appraisal Report.

The new URL for accessing SPARROW Portal is <https://saccess.nic.in>. Any issues faced by Reporting or Reviewing officers in accessing the SPARROW portal over new URL should be communicated to the undersigned at the earliest to avoid last-minute rush.

This issues with the approval of Additional commissioner and Regional Director.

Signed by

Lali Rajkumar

उप निदेशक (प्रशासन) / DEPUTY DIRECTOR (ADMIN)

Date: 03-10-2024 16:19:38

**Encl:** As above

**To**

All Officers, Regional office, Chennai  
All Branches under Regional Office, Chennai  
All Branch Offices under Regional Office, Chennai