



क. रा. बी. नि.
E.S.I.C.

मुख्यालय/ HEADQUARTERS
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



स्थापना शाखा - 1/ ESTABLISHMENT BRANCH - 1
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PANCHDEEP BHAWAN, CIG MARG, NEW DELHI - 110 002
Website: esic.nic.in/ esic.in

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

Date:16-04-2024

OFFICE MEMORANDUM

Subject: Writing of Annual Performance Appraisal Report

Consequent upon creation of Zonal IC/Zonal MC posts, Annual Performance Appraisal Reports (APARs) of the officers on administrative side will be reported & reviewed upon as follows: -

(A) Officers Posted in RO/SRO

Sl. No.	Designation of officers	Reporting Officer	Reviewing Officer
1.	Zonal Insurance Commissioner	Director General	Director General
2.	Additional Commissioner	Zonal Insurance Commissioner	Director General
3.	Regional Director	Zonal Insurance Commissioner	Director General
4.	Director (I/c)	AC&RD/ Zonal IC	Zonal IC/ DG
5.	Joint Director/ Joint Director (I/c)	RD/AC&RD/Zonal IC	Zonal IC/DG
6.	Deputy Director(I/c)	JD(I/c)/ RD/ AC&RD/ Zonal IC	Zonal IC/ DG
7.	Deputy Director	DD(I/c)/JD(I/c)/RD/ AC&RD	JD (I/c)/RD/AC&RD/Zonal IC
8.	Assistant Director	DD(I/c)/JD(I/c)/RD/AC&RD	JD/RD/AC&RD/ Zonal IC

(B) Officers Posted in Hospital/Medical College (Administration).

Sl. No.	Designation of officers	Reporting Officer	Reviewing Officer
1.	Additional Commissioner	MS/Dean	Zonal Medical Commissioner
2.	Director	AC/ MS/ DEAN/D(M)D	MS/Dean/Zonal MC
3.	Joint Director	Director/AC/MS/Dean	AC/MS/Dean/Zonal MC
4.	Deputy Director	JD/Dir./AC/MS/D(M)D	Dir.AC/MS/Dean/Zonal MC
5.	Assistant Director	JD/Dir./AC/MS/Dean	Dir./AC/MS/Dean/Zonal MC

(C) Officers Posted at DCBO (District Cum Branch Office)

Sl. No.	Designation of officers	Reporting Officer	Reviewing Officer
1.	Assistant Director/SSO	DCBO (In-charge)	Regional Director

However, it may be ensured that APAR should be written by the immediate superior and should be submitted by Reporting Officer to his own superior.

This is in super-session/modification of this office Memorandum No. A-29(11)-2/2011/E.I dated 29.09.2017 and A-29(11)-2/78-Estt.I (A) dated 22.12.1978 on the subject mentioned above.

This is issued with the approval of competent authority.

(Sunil Kumar Gautam)
Assistant Director (E.I)

To,

1. All Divisional Heads, ESIC Headquarters/Insurance Commissioner(NTA)/ Zonal Insurance Commissioners/Zonal Medical Commissioners
2. PPS/PS to DG/FC/CVO
3. All Additional Commissioners/Regional Directors/Director (I/c)/Joint Director(I/c)/Deputy Director(I/c)/Director(E-V), Headquarters, New Delhi
4. Director (Medical) Delhi/Director(M) Noida.
5. All Deans/Medical Superintendents of ESIC Hospitals /Medical Colleges/PGIMSR/Dental College/ Nursing Colleges.
6. Website Content Manager for uploading the order on the website of ESIC.
7. Hindi Cell/Librarian/Guard File/Spare Copies.
