



क.रा.वी.नि
E.S.I.C.

தொழிலாளர் அரக்கக் காப்பீட்டு கழகம்
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
தொழிலாளர் & வேலைவாய்ப்புத் துறை, இந்திய அரசு
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Govt. of India



सत्यमेव जयते

சார் மண்டல அலுவலகம்

उप क्षेत्रीय कार्यालय

SUB REGIONAL OFFICE

पंचदीप भवन, 1897, त्रिची रोड, रामनाथपुरम, कोयंबटूर-45

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सं.56/A/29/12/SPARROW-APAR/2020/Admn

दिनांक : 21.02.2025

परिपत्र / CIRCULAR

In Pursuance of HQRS Office Circular No. A-33/11/2/2009-E.I(Vol. II)(PT.II) dated 04-09-2024 and 07-06-2024, the Online APAR for the year 2023-2024 in respect of Group A, Group B and Group C Officers/ officials has been completed. Hence, it is requested to view APAR in SPARROW Portal (through SACCESS-<https://saccess.nic.in>) Also, it is informed that the Online APAR is to be accepted/acknowledged by the Officer/Official by clicking "I Accept". If the Official wishes to make any representation against the overall grading / assessments and integrity, he/she is instructed to click "Put for Representation" in their PAR and requested to **submit a representation within 15 days of this circular** to the PAR Custodian. If no representation is received within 15 days, the APAR shall be treated as final and deemed to be accepted.

It is made clear to the official reported upon that they should avoid making any frivolous representation and the **representation shall be restricted to the specific factual observations** contained in the report leading to the assessments in terms of attributes, work output etc. of the official.

The officials who are unable to view the SPARROW_ESIC icon after logging into their SACCESS can login to SPARROW_ESIC module with their ID in second login after logging into SACCESS of other personnel posted in their branch/office for whom SPARROW_ESIC module is enabled in SACCESS.

Further, the officials who are unable to access/view SPARROW_ESIC icon in SACCESS is also requested to fill their details in the proforma enclosed and to forward the same (branch-wise) to this office mail <admn-srokovai@esic.nic.in> by 25-02-2025 so that the consolidated list shall be sent to HQRS for further necessary action.

The APAR of officials who joined during the year 2023 under direct recruitment is being done manually due to error in PIMS module and the same shall be intimated in due course.

For any Queries, Administration Branch may be contacted.

यह संयुक्त निदेशक (प्रभारी) के अनुमोदन से भेजी जा रही है।
This is issued with the approval of Joint Director I/C.

उप निदेशक (प्रशा.) / Dy. Director (Admin)
क.रा.वी.नि., उ.क्ष.का., कोयंबटूर-45
ESIC, SRO, COIMBATORE-45
उप निदेशक (प्रशासन)
DEPUTY DIRECTOR
(ADMINISTRATION)

सेवा में / To

1) All Officers and officials, ESIC Coimbatore Sub Region

