



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**  
**पंचदीप भवन, सी. आई. जी. मार्ग, नई दिल्ली-110 002**  
**PANCHDEEP BHAWAN, CIG MARG, NEW DELHI - 110 002**  
**Website: esic.nic.in/ esic.in**

**No. A-33/11/2/2009-E.I(Vol. II)(PT.II)**

**Date: 04-09-2024**

**CIRCULAR**

**Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services-reg.**

Please refer the CIRCULAR of even no. dated 07.06.2024 on the subject noted above.

A copy of DoP&T OM No. 21011/04/2023-Estt. (A-II) dated 30<sup>th</sup> August, 2024 on the above mentioned subject is forwarded herewith for information and further necessary action.

Heads of Offices are directed to bring the contents of the aforesaid DoP&T OM to the notice of all Officers/Officials under them, for strict compliance.

**Signed by Sudeep Bajpai**

**Date: 04-09-2024 11:10:34**

**Encl: As above**

**Assistant Director (E.I)**

To,

1. All Insurance Commissioner(s)/Medical Commissioner(s)
2. All Zonal Insurance Commissioner(s)/Zonal Medical Commissioner(s)
3. All Additional Commissioners & Regional Director/Regional Directors/Director (I/C)/Joint Director(I/C)/Deputy Director(I/C)/Additional Commissioner, E-V, Headquarters, New Delhi
4. Director (Medical) Delhi/Director(M) Noida.
5. All Medical Superintendents of ESIC Hospitals / ESIC Model Hospitals.
6. All Deans of Medical Colleges/PGIMSR/Dental College/ Nursing Colleges.
7. Website Content Manager for uploading the order on the website of ESIC.
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No. 21011/04/2023-Estt.(A.II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi – 110001  
Dated 30<sup>th</sup> August, 2024

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services – reg.**

The undersigned is directed to refer to this Department's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt.(A.II) dated 15.04.2024 & 28.05.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.

2. It has been reported that difficulties are being faced by various officers in sticking to the timelines given in the OMs referred to above.

3. Accordingly, the matter has been re-considered in this Department and it has been decided, with the approval of the competent authority, to extend the existing timelines relating to APAR for the year 2023-24, in relaxation of OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt. (A.II) dated 15.04.2024 & 28.05.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(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 / Cell or accepting authority, wherever provided	31 <sup>st</sup> October	15 <sup>th</sup> December

All other timelines remains the same.

4. The aforesaid relaxation is accorded as a one-time measure only.

  
(Vimal)

Deputy Secretary to the Government of India

All Ministries / Departments / Cadre Controlling Authorities of the Government of India.

Copy to:

1. AIS Division, DoPT, North Block, New Delhi.
2. NIC, for uploading on DoPT website.