

I/377185/2023



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



मुख्यालय/Headquarters
पंचदीप भवन] सीआईजी मार्ग] नई दिल्ली-110002
Panchdeep Bhawan, CIG Marg, New Delhi-110002
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File No. ACR/2008/Medical-DPC

Dated: - 24/04/2023

सेवा में,

1. सभी क्षेत्रीय चिकित्सा आयुक्त
All Zonal Medical Commissioners
2. सभी अपर आयुक्त व क्षेत्रीय निदेशक / क्षेत्रीय निदेशक / उप निदेशक(प्रभारी) क्षेत्रीय कार्यालय / उप क्षेत्रीय कार्यालय
All Addl. Commissioners & Regional Directors / Regional Directors / Dy. Directors (I/c),
Regional Office / Sub-Regional Office
3. सभी डीन, क.रा.बी. निगम चिकित्सा संस्थान
All Deans of ESIC Medical Institutions / Dental Colleges / PGIMSR
4. सभी चिकित्सा अधीक्षक क.रा.बी. निगम शैक्षणिक संस्थान / अस्पताल
All Medical Superintendents of ESIC Hospitals
5. निदेशक (चिकित्सा) दिल्ली / निदेशक (चिकित्सा) नोएडा / राष्ट्रीय प्रशिक्षण अकादमी
क.रा.बी.निगम
Director (Medical)Delhi / Director (Medical)Noida / National Training Academy
6. अन्य संबंधित क.रा.बी.निगम एकक
Other concerned ESIC Units

Sub.: Levels of Reporting and Reviewing Officers for the purpose of writing Annual Performance Appraisal Reports in respect of all Medical cadres-reg.

Madam / Sir,

In continuation of circular No. ACR/2008/Medical-DPC dated 03.03.2023 (copy enclosed), for streamlining the process of creation of workflow on SPARROW Module, it is also informed to follow the practice as was being done prior to December 2022, wherever needed.

यह चिकित्सा आयुक्त के अनुमोदन से जारी किया गया है।

भवदीय,

Signed by RAAKHI Saini
Date: 24-04-2023 12:17:16
Reason: Approved (राखी सैनी)

सह. निदेशक, डी.पी. सेल (चिकित्सा)

प्रतिलिपि:-

1. महानिदेशक के प्रधान निजी सचिव/सभी प्रभागीय प्रमुखों के प्रधान निजी सचिव/निजी सचिव।
2. वेबसाइट कंटेंट मैनेजर को वेबसाइट पर अपलोड करने हेतु।
3. गार्ड फाईल/अतिरिक्त प्रतियां।

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(श्रम एवं रोजगार मंत्रालय) भारत सरकार
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File No. ACR/2008/Medical-DPC

Dated: - 03/03/2023

सेवा में,

1. सभी क्षेत्रीय चिकित्सा आयुक्त
All Zonal Medical Commissioners
2. सभी अपर आयुक्त व क्षेत्रीय निदेशक / क्षेत्रीय निदेशक / उप निदेशक(प्रभारी) क्षेत्रीय कार्यालय / उप क्षेत्रीय कार्यालय
All Addl. Commissioners & Regional Directors / Regional Directors / Dy. Directors (I/c), Regional Office / Sub-Regional Office
3. सभी डीन, क.रा.बी. निगम चिकित्सा संस्थान
All Deans of ESIC Medical Institutions / Dental Colleges / PGIMSR
4. सभी चिकित्सा अधीक्षक क.रा.बी. निगम शैक्षणिक संस्थान / अस्पताल
All Medical Superintendents of ESIC Hospitals
5. निदेशक (चिकित्सा) दिल्ली / निदेशक (चिकित्सा) नोएडा / राष्ट्रीय प्रशिक्षण अकादमी क.रा.बी.निगम
Director (Medical)Delhi / Director (Medical)Noida / National Training Academy ESIC
6. अन्य संबंधित क.रा.बी.निगम एकक
Other concerned ESIC Units

Sub.: Levels of Reporting and Reviewing Officers for the purpose of writing Annual Performance Appraisal Reports of all Medical Officers/Teaching Faculty in ESIC Medical/Dental Colleges /Hospitals / Dispensaries / Regional Offices / DCBOs /other ESIC units - Reg.

Madam / Sir,

Please refer this office letter no. ACR/2008/Medical IV/DPC-2 dated 15/12/2020 vide which levels of Reporting and Reviewing Officers were communicated.

In supersession of all existing instructions on the matter of writing APARs in respect of medical officers /teaching faculty, revised instructions are as under: -

A - For Teaching Faculty Reported upon (Whether directly recruited or 'designated'): -

क्र.सं. No.	पद Post	रिपोर्टिंग अधिकारी Reporting Officer	रिव्यूइंग अधिकारी Reviewing Officer
1.	Dean	Medical Commissioner (Medical Education)	Director General
	Director Professor	Dean	Medical Commissioner (Medical Education)
2.	Professor	Director Professor	Dean
		Dean (if no Director Professor is available in the department)	Medical Commissioner (Medical Education)

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3.	Associate Professor	Director Professor	Dean
		Professor (if no Director Professor is available in the department)	Dean
		Senior Most Associate Professor (if no Director Professor or Professor is available in the department)	Dean
4.	Associate Professor (working as a Head of Department)	Dean	Deputy Medical Commissioner (Medical Education)
5.	Assistant Professor	Director Professor	Dean
		Professor (if no Director Professor is available in the department)	Dean
		Senior Most Associate Professor (if no Director Professor or Professor is available in the department)	Dean
		Senior Most Assistant Professor (if no Director Professor or Professor or Associate Professor is available in the department)	Dean
6.	Assistant Professor (working as a Head of Department)	Dean	Deputy Medical Commissioner (Medical Education)

Note: If there is no other senior regular faculty available in the department APAR of Associate Professor/Assistant Professor (who are working under contractual faculty) shall be reported by Academic Registrar and reviewed by Dean.

B - For ESIC Hospitals/ Directorate Medical:

क्र.सं. No.	पद Post	रिपोर्टिंग अधिकारी Reporting Officer	रिव्यूइंग अधिकारी Reviewing Officer
1.	Medical Superintendent	Zonal Medical Commissioner	Director General
2.	Assistant/Deputy Medical Superintendent	Medical Superintendent	Zonal Medical Commissioner
3.	Specialist Head of the Department	Medical Superintendent	Zonal Medical Commissioner
4.	Doctors in Specialist sub-cadre	Head of the Department	Medical Superintendent
5.	Medical Officers in the GDMO sub-cadre of all grade pay posted in ESIC Hospitals/Dispensaries	Head of the department/ IMO I/ C dispensary	Medical Superintendent/ Additional Director Dispensaries (Director (Medical) in case Additional Director Dispensaries is not posted/available

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	7.	Additional Director Dispensary/ Additional Medical Superintendent	Director (Medical) Delhi/ Medical Superintendent	Deputy Medical Commissioner-I
	8.	Store I/C Hospital/ Store Manager Central store	Additional Medical Superintendent /Additional Director Dispensary	Medical Superintendent/ Director (Medical) Delhi
	9.	Doctors posted in store	Store Manager/ Deputy/Assistant Medical Superintendent	Medical Superintendent/ Director (Medical) Delhi
	10.	Dental Medical Officer and Ayush Medical Officer in Hospitals	Head of Department Deputy or Assistant Medical Superintendent (if no Head of Department is available in the department)	Medical Superintendent

C - For Dispensaries in Delhi: -

क्र.सं. No.	पद Post	रिपोर्टिंग अधिकारी Reporting Officer	रिव्यूइंग अधिकारी Reviewing Officer
1.	IMO In-charge	Additional Director Dispensary	Director (Medical) Delhi
2.	IMO/Ayush/Dental	IMO In-charge	Additional Director, Director (Medical) Delhi

D - Medical Dispensaries-cum-Diagnostic Centers outside Delhi

क्र.सं. No.	पद Post	रिपोर्टिंग अधिकारी Reporting Officer	रिव्यूइंग अधिकारी Reviewing Officer
		Deputy Medical Superintendent of Model Hospital	Medical Superintendent
1.	IMO In-charge	Medical Superintendent of Model Hospital (If no Deputy Medical Superintendent is available in the Model Hospital)	Zonal Medical Commissioner
2.	IMO Ayush/ Dental	IMO In- charge	Medical Superintendent

E - Office of Zonal Medical Commissioners

क्र.सं. No.	पद Post	रिपोर्टिंग अधिकारी Reporting Officer	रिव्यूइंग अधिकारी Reviewing Officer
1.	Zonal Medical Commissioner	Director General	Director General
2.	State Medical Officer (SMO)	Regional Director	Zonal Medical Commissioner

I/276674/2023	Medical Referee & Other Medical Officers	State Medical Officer (SMO)	Zonal Medical Commissioner
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F - Regional Medical Vigilance Office

क्र.सं. No.	पद Post	रिपोर्टिंग अधिकारी Reporting Officer	रिव्यूइंग अधिकारी Reviewing Officer
1.	Doctor posted in Vigilance Department	Addl. Commissioner (Vigilance)	Chief Vigilance Officer

G - Dispensary-cum-Branch Office (DCBO)

क्र.सं. No.	पद Post	रिपोर्टिंग अधिकारी Reporting Officer	रिव्यूइंग अधिकारी Reviewing Officer
1.	Doctor posted in DCBO	State Medical Officer (SMO)	Zonal Medical Commissioner

H - Medical officers posted in Hqrs. office

क्र.सं. No.	पद Post	रिपोर्टिंग अधिकारी Reporting Officer	रिव्यूइंग अधिकारी Reviewing Officer
1.	Medical Commissioner (Ayush)	Director General	Director General
2.	Medical Commissioner (Procurement)	Director General	Director General
3.	Medical Commissioner (Medical Administration)	Director General	Director General
4.	Medical Commissioner (Medical Service)	Director General	Director General
5.	Medical Commissioner (Medical Education)	Director General	Director General
6.	Deputy Medical Commissioner (Ayush)	Medical Commissioner (Ayush)	Director General
7.	Deputy Medical Commissioner (Rate Contract & Procurement)	Medical Commissioner (Procurement)	Director General
8.	Deputy Medical Commissioner (Medical Administration)	Medical Commissioner (Medical Administration)	Director General
9.	Deputy Medical Commissioner (Medical Service)	Medical Commissioner (Medical Service)	Director General
10.	Deputy Medical Commissioner (Medical Education)	Medical Commissioner (Medical Education)	Director General
11.	Deputy Medical Commissioner (Super Specialty Treatment)	Medical Commissioner (Procurement)	Director General
12.	Deputy Medical Commissioner (Information & communication Technology)	Insurance Commissioner (Information & communication Technology)	Director General
13.	Officer on special duty (Rate Contract & Procurement)	Deputy Medical Commissioner (Rate Contract & Procurement)	Medical Commissioner (Procurement)
14.	Officer on special duty (Medical Administration)	Deputy Medical Commissioner (Medical Administration)	Medical Commissioner (Medical Administration)

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15.	Officer on special duty (Medical Service)	Deputy Medical Commissioner (Medical Service)	Medical Commissioner (Medical Service)
16.	Officer on special duty (Medical Education)	Deputy Medical Commissioner (Medical Education)	Medical Commissioner (Medical Education)
17.	Officer on special duty (Information & communication Technology)	Deputy Medical Commissioner (Information & communication Technology)	Insurance Commissioner (Information & communication Technology)
18.	Officer on special duty (Super Specialty Treatment)	Deputy Medical Commissioner (Super Specialty)	Medical Commissioner (Procurement)
19.	Doctor posted in Vigilance Division (Medical Vigilance Officers)	Addl. Commissioner (Vigilance)	Chief Vigilance Officer

These changes will be effective for the APARs of the year 2022-23 onwards and may be incorporated in SPARROW as well while Reporting and Reviewing Officers by the field units.

यह महानिदेशक के अनुमोदन से जारी किया गया है।

भवदीय,

Signed by RAAKHI Saini
Date: 03-03-2023 12:01:54
Reason: Approval

सह. निदेशक, वि. प. प्रकोष्ठ (चिकित्सा)

प्रतिलिपि (वेबसाइट के माध्यम से):-

1. महानिदेशक के प्रधान निजी सचिव/सभी प्रभागीय प्रमुखों के प्रधान निजी सचिव/निजी सचिव।
2. वेबसाइट कंटेंट मैनेजर को वेबसाइट पर अपलोड करने हेतु।
3. गार्ड फाईल/अतिरिक्त प्रतियां।