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

मुख्यालय
Headquarters'
पंचदीप भवन सी॰आई॰जी रोड , नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
Phone: 011-23604700 Email : dir-gen@esic.nic.in
Website : www.esic.nic.in / www.esic.in

Z-17/12/9/SPARROW/20E.Ipt.1 16-05-2025

CIRCULAR

Subject: Accessing SPARROW Portal over new URL-reg.

Reference is invited to Step 4 of this Office Memorandum dated21.03.2025, wherein it was directed to select Sh. Sonal Gulati as Co-ordinator for applying for VPN/URL activation through the e-Forms portal.

Consequent upon the transfer of Sh. Sonal Gulati, DD,**Ms. Janki Singh** has been assigned the charge of Nodal Officer for e-Office. She will henceforth serve as the Coordinator for matters related to VPN/URL activation via e-forms.

The detailed workflow has been restated in Annexure-1 for convenient reference.

Digitally signed by
Rajesh Yadav
Date: 16-05-2025
15:33:44
Rajesh Yadav

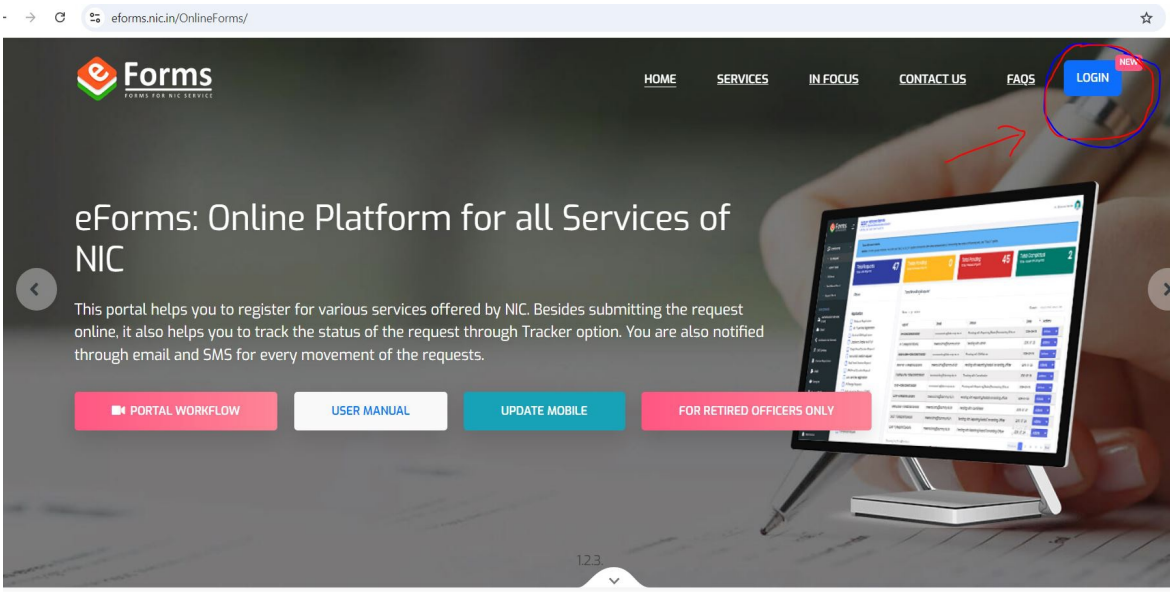
(Assistant Director E.I)

Copy To,
1. PPS of DG/FC/CVO for information.
2. All Divisional Heads at Hqrs for kind information.
3. Zonal Insurance Commissioners/Zonal Medical Commissioners for kind information.
4. Insurance Commissioner, NTA, New Delhi for information and necessary action.
5. All RDs/JD, I/cs of Regional Offices/Sub Regional Offices for information and necessary action.
6. All the Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals/ Dean of ESIC Medical/Dental Colleges/PGIMSR for information and necessary action.
7. D(M)Delhi/D(M)Noida for information and necessary action.
8. Deputy Director E-V Hqrs office for information and necessary action.
9. Medical DPC, Hqrs Office for information and necessary action.
10. Website Content Manager for uploading the same on website of ESIC.
11. Guard File/Spare Copy.

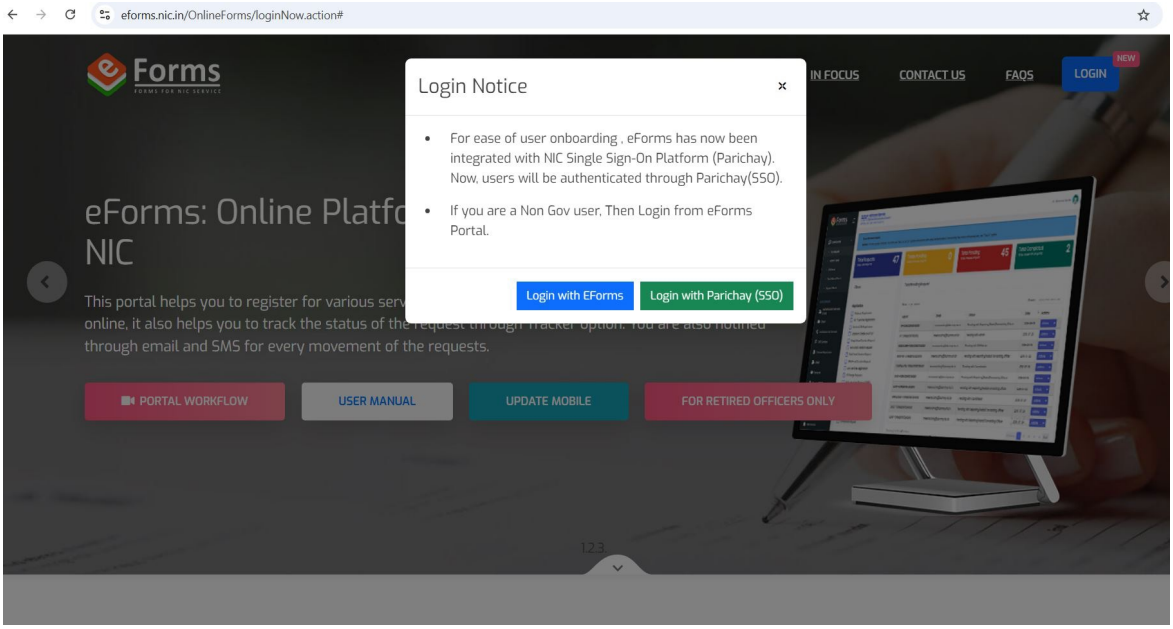
ANNEXURE-1

Step 1:

Open https://eforms.nic.in/OnlineForms/ then Click on LOGIN **(Fig 1.0)** and then Login with Parichay (SSO) (Fig 1.1).



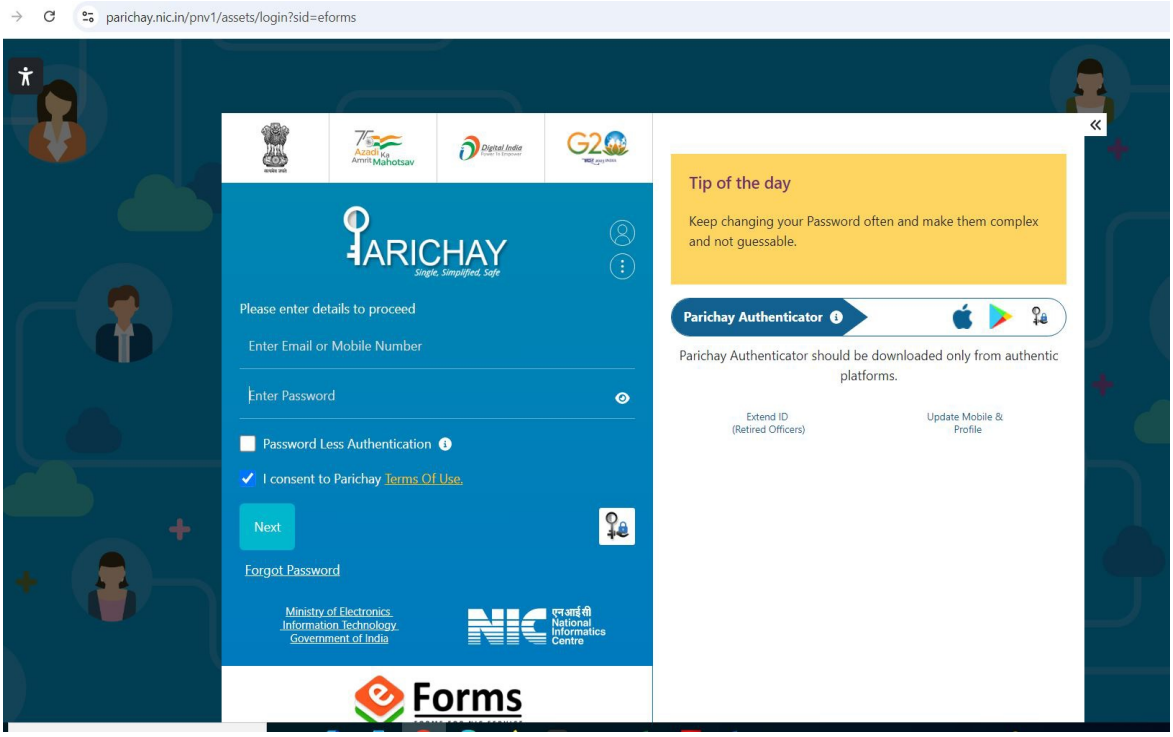
(Fig 1.0)



(Fig 1.1)

Step 2:

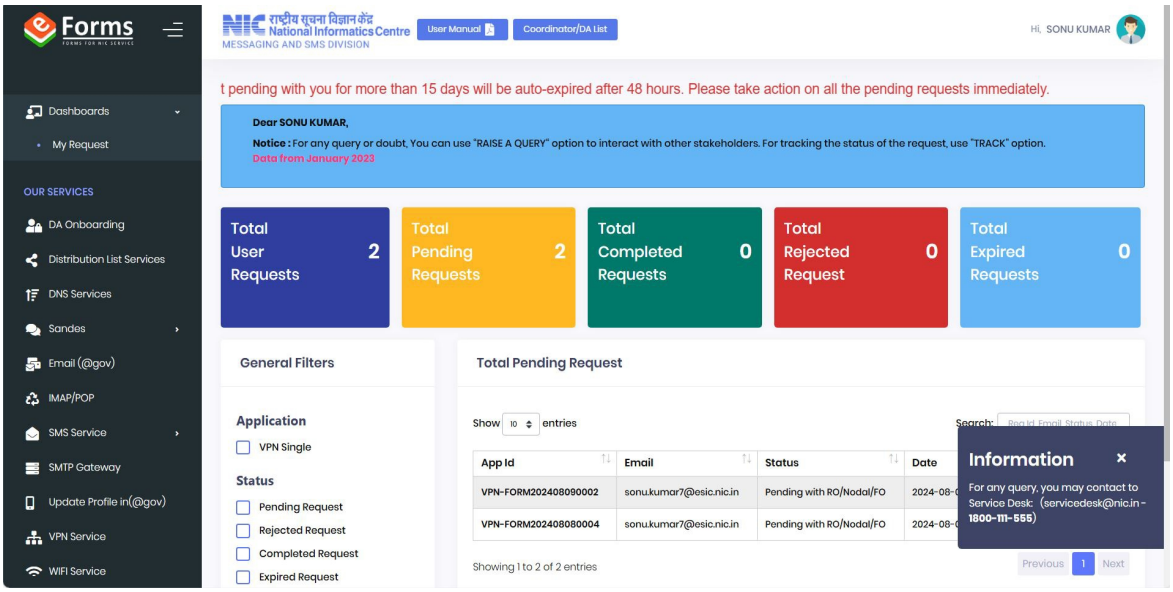
The following page **(Fig 2.0)** would appear. Fill the credentials as required.



(Fig 2.0)

Step 3:

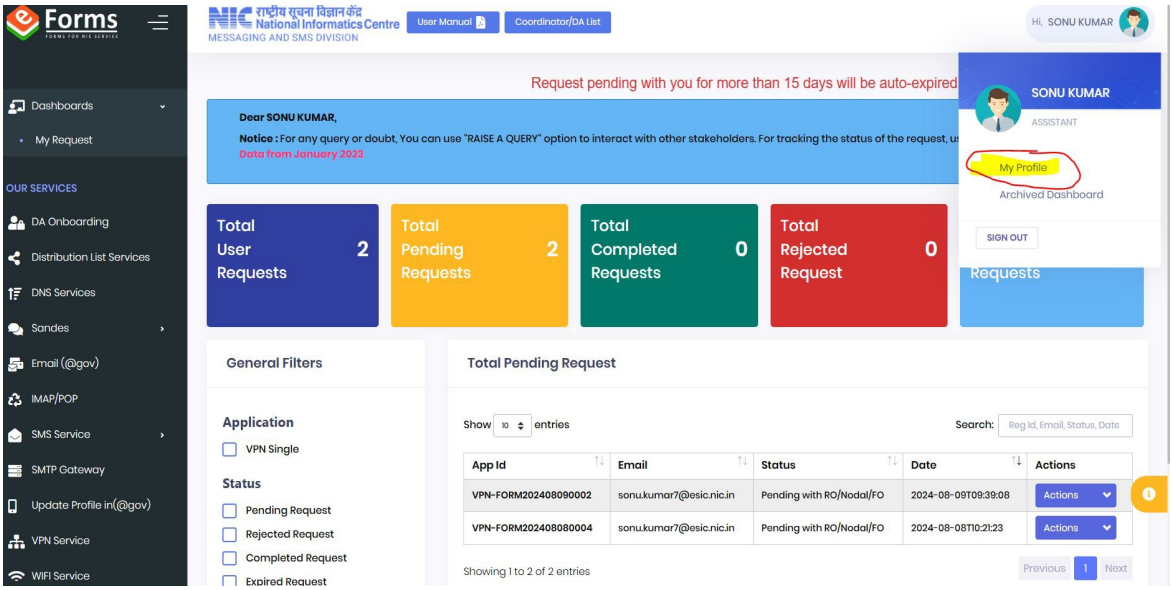
The following page **(Fig 3.0)** would appear.



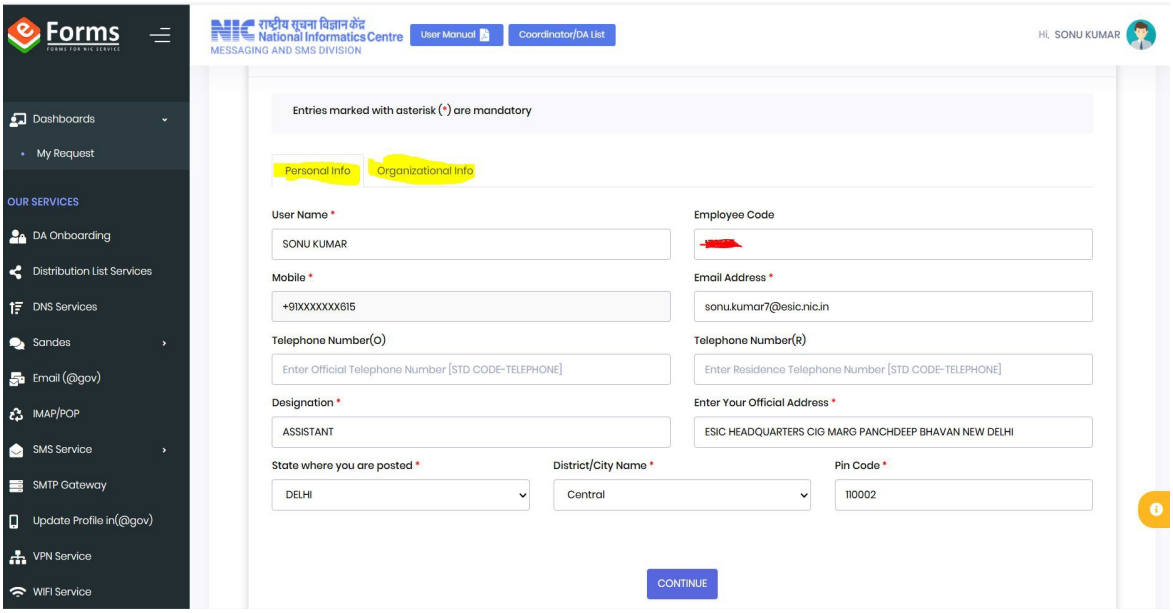
(Fig 3.0)

Note: *Update the profile through My Profile (Fig 3.1) whose profile is not updated/Co-Ordinator option not showing. Fill the credentials as required i.e. Personal Info (Fig 3.2)*

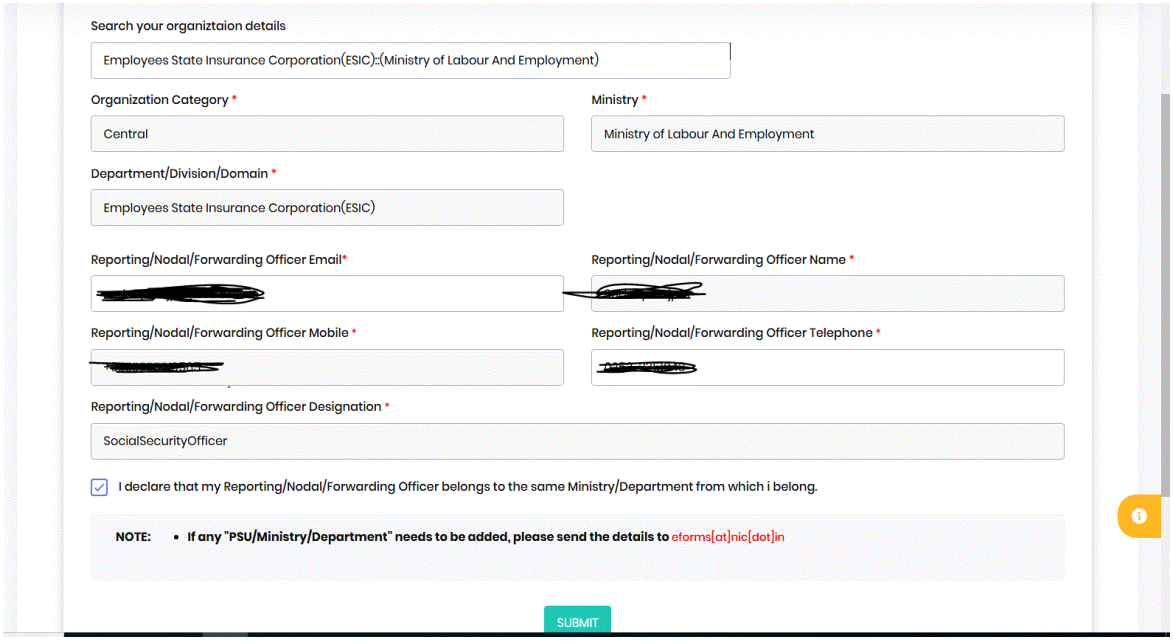
and Organizational info (Fig 3.3), check the box and submit the same. In "Search your organization details" please select ESIC.



(Fig 3.1)



(Fig 3.2)

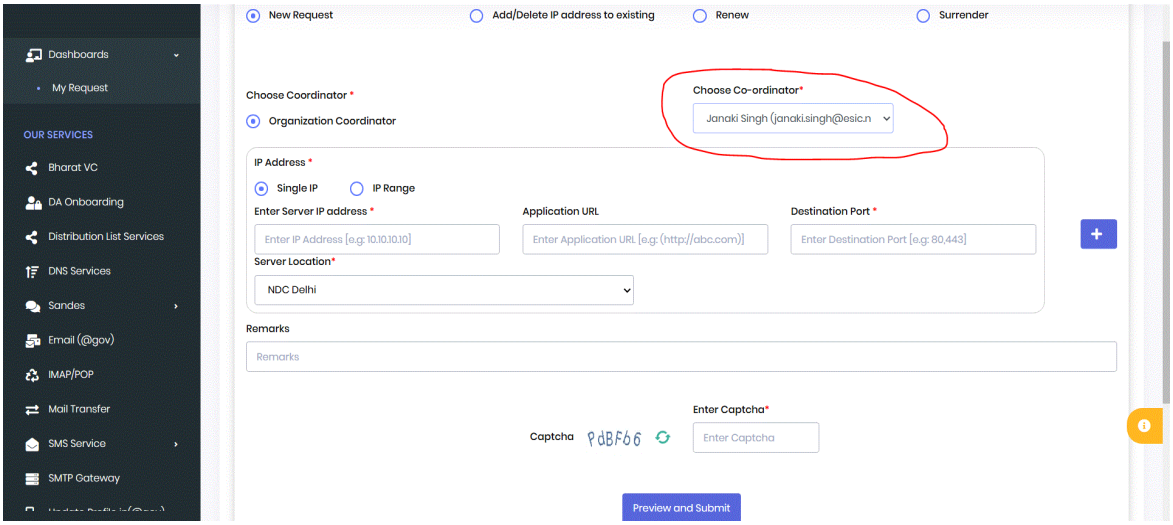


(Fig 3.3)

Note: information regarding Reporting/Nodal/Forwarding Officer will be auto-filled once email ID of the said office is filled. In "Search your organization details" please select ESIC.

Step : 4

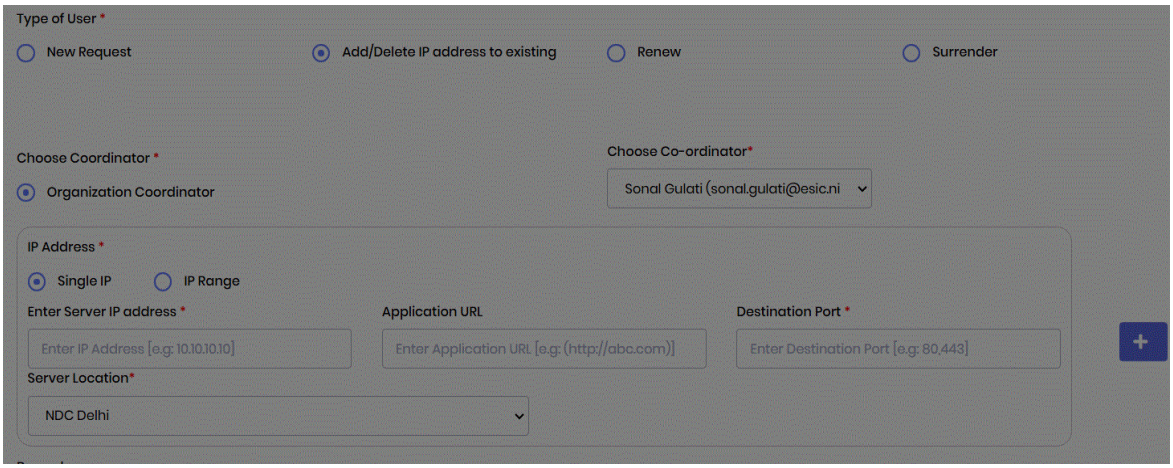
Click on VPN Service (Fig 4.0) and select Co-Ordinator as **Janaki Singh**.



(Fig 4.0)

Step :5

Click Add/Delete IP **(Fig 5.0)** address to existing. The following page **(Fig 5.0)** would pop up.

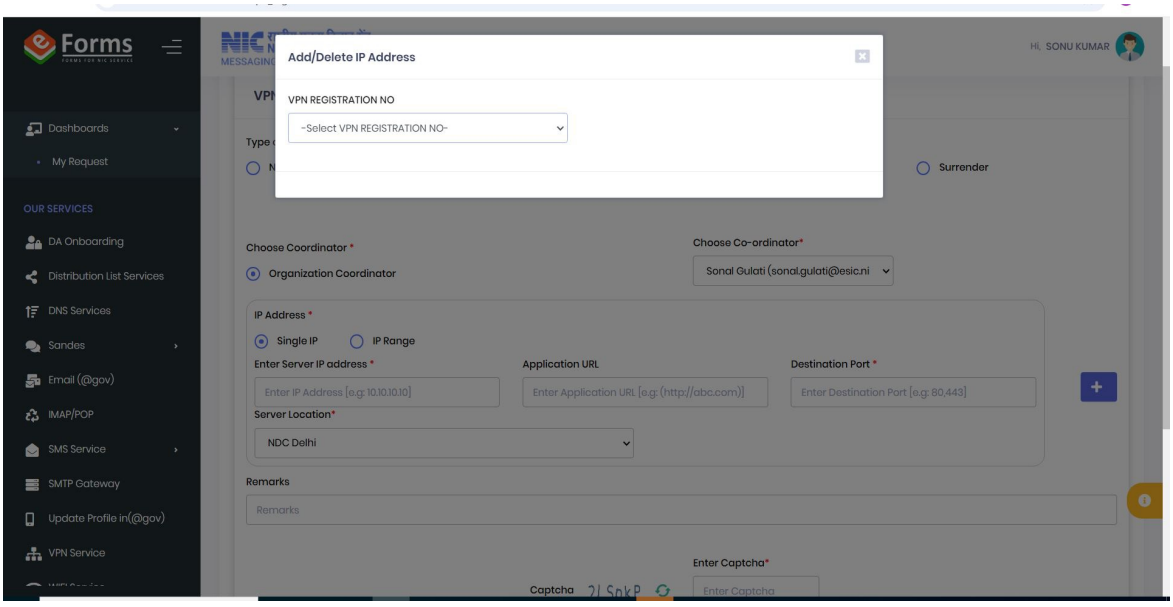


(Fig 5.0)

Step 6:

The following page would appear **(Fig 6.0).** Select the VPN REGISTRATION NO- and click the VPN (Fig 7.0), if there is any, VPN No.

Note: In case No VPN is showing create a new request and rest of the workflow will be the same as followed.



(Fig 6.0)

Step 7:

Click on Add New. **(Fig 7.0)** and Select the VPN Registration No (Fig 7.0).

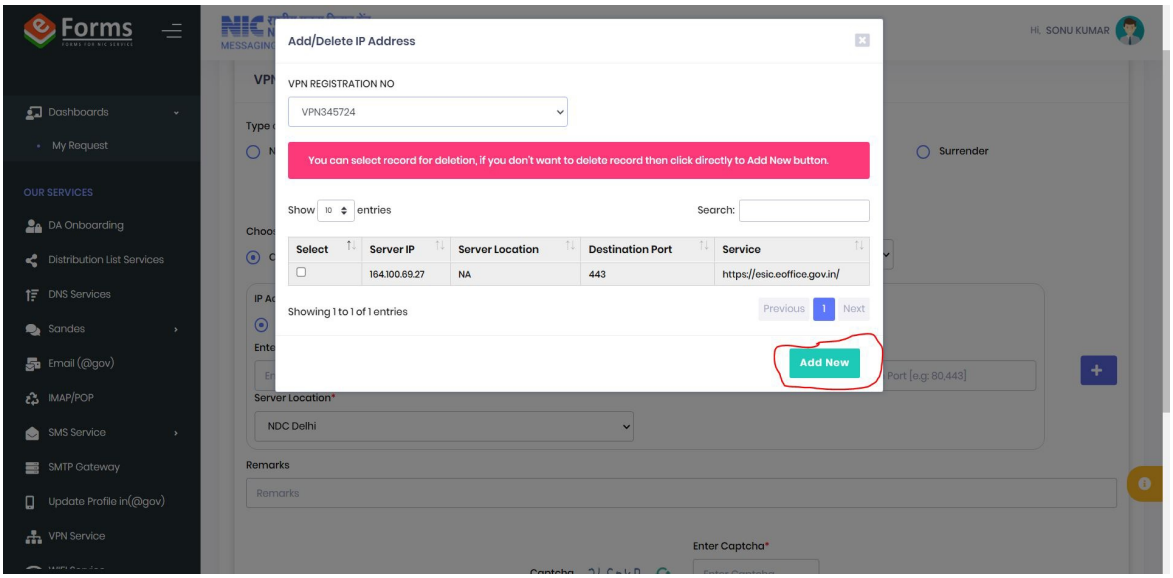


Fig (7.0)

Note: do not check the box else e-office will not work.

Step 8:

The following page **(Fig 8.0)** would appear fill the details as mentioned below and submit the same.

1. For those who are not able to access SPARROW Portal:

Enter Server IP address *	164.100.79.162
Application URL	https://sparrow-eofficeesic.saccess.nic.in/
Destination Port	443
Server Location	National Data Center, Shastri Park.

2. For those who are not able to access PIMS of SPARROW:

Enter Server IP address *	164.100.78.96
Application URL	https://pims.eoffice.gov.in/PIMS-NEW/
Destination Port	443
Server Location	National Data Center, Shastri Park.

Note: Access of PIMS (Personnel Information Management System) to be specifically required to Creator and Verifier of the units to transfer in/transfer out the officials/officers and to create the ID of new joinee in SPARROW Module.

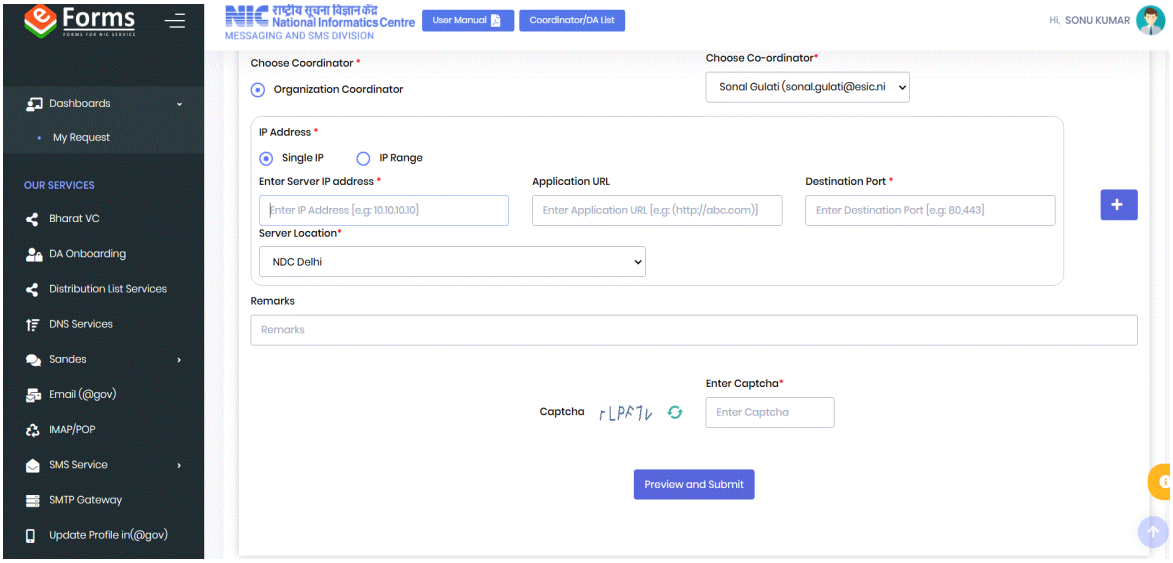
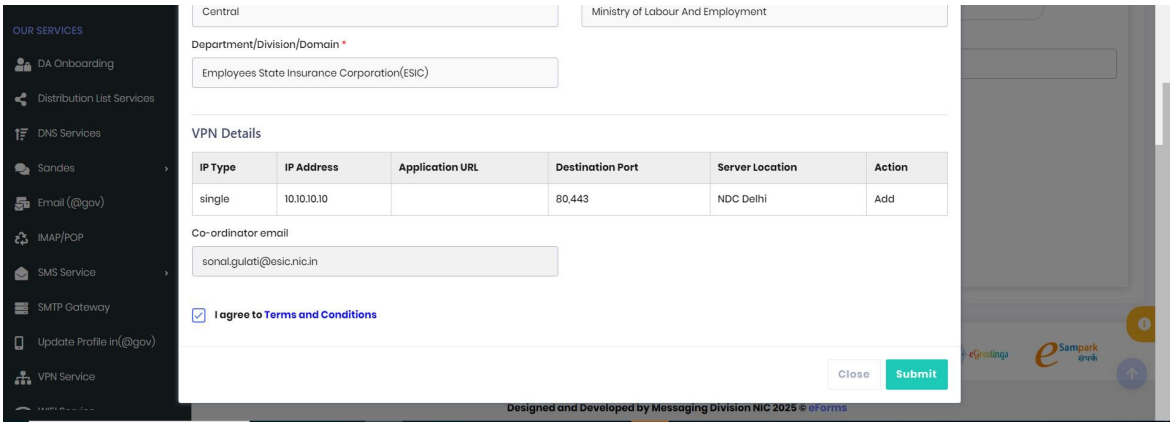


Fig (8.0)

Step 9:

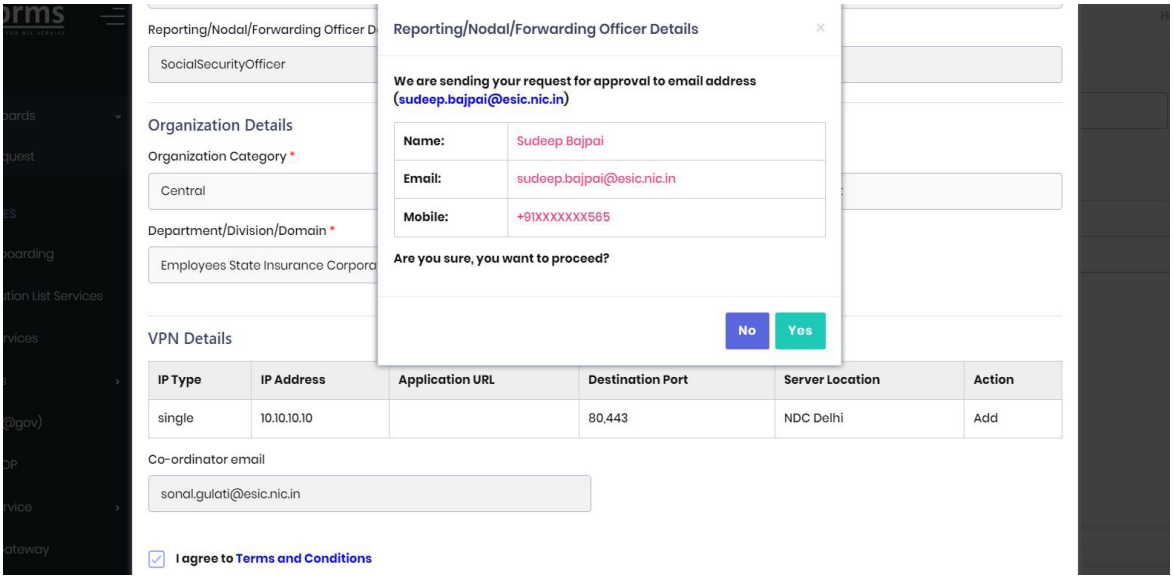
The following page **(Fig 9.0)** will appear, agree the terms and conditions and submit the same.



(Fig 9.0)

Step 10:

The following page **(Fig 10.0)** would appear. Click on Yes and forward the same to your Reporting/Nodal/Forwarding Officer.



(Fig 10.0)

Step 11:

Thereafter, The same should be forwarded by Reporting/Nodal/Forwarding Officer.

Note:

Role of Reporting Officer as mentioned by NIC: *"If the reporting officer's email address is a government domain (exists in our database), then the application filed by the applicant will be forwarded to the concerned reporting officer. Once the application form is submitted by the applicant, an email confirmation sent is to the reporting officer's email address stating to take necessary action against the request. The reporting officer will login to the eForms portal, using the credentials as mentioned in the email (i.e. login id), enter the OTP sent to your registered mobile number and proceed. After login a dashboard will appear, in which all the requests pending or completed by the reporting officer will be visible. Apply filter on the listed service and click on the action button in front of the registration number. The following actions can be performed by the reporting officer: i. Preview/Edit ii. Approve iii. Reject iv. Track v. Generate Form vi. Upload multiple docs vii. Download multiple docs viii. Download docs uploaded by the user ix. Raise/ Respond to query After the action by the Reporting Officer, the request will go the concerned Delegated Administrator/NIC Coordinator of the applicant's Ministry/Department/State".*

For further assistance please contact

Sh. Sonu Kumar - 7503885615

Sh. Srikant Gupta – 8826714150