



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



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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 dated 21.03.2025, 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.

Rajesh Yadav
(Assistant Director E.I)

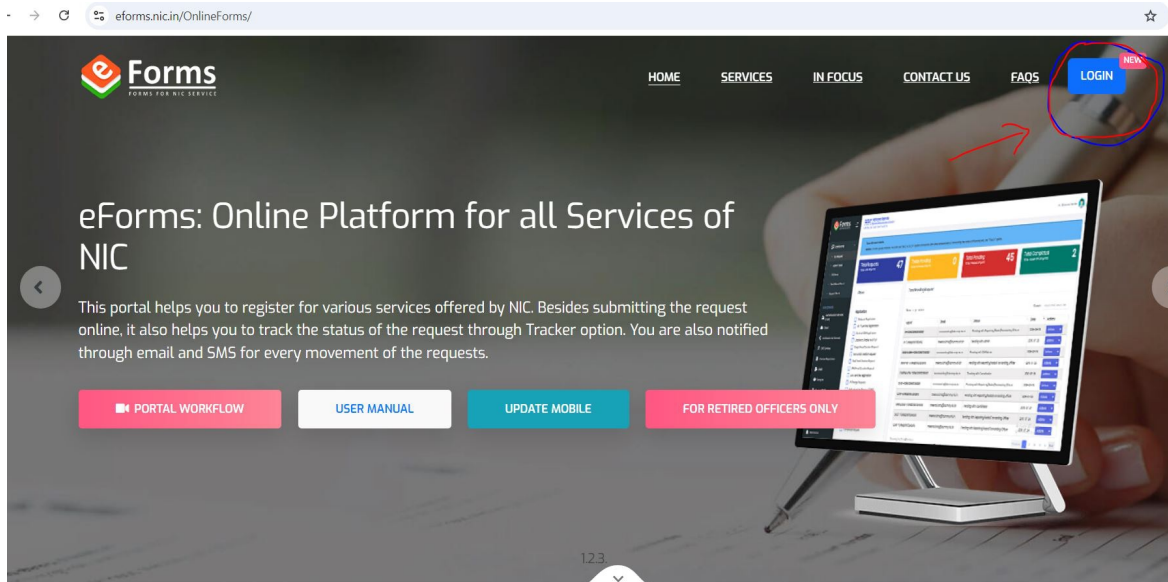
Copy To,

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.

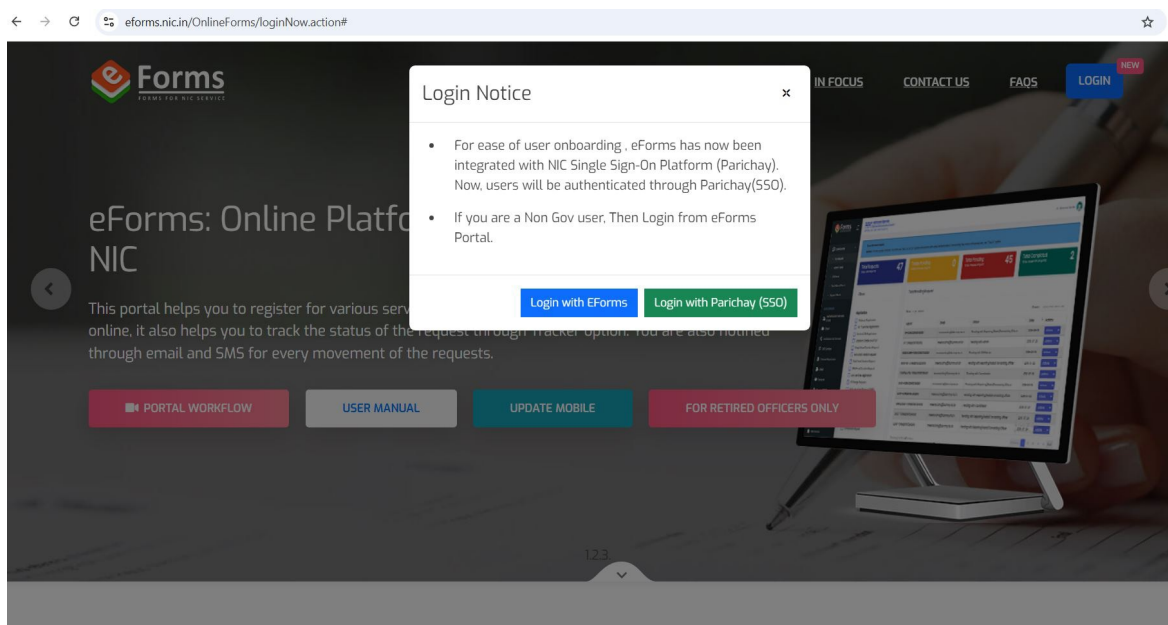
ANNEXURE-1

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.

The screenshot shows the Parichay login interface. At the top, there are logos for the Government of India, Azadi Ka Amrit Mahotsav, Digital India, and G20. The main content area has a blue background with the Parichay logo and the text 'Please enter details to proceed'. There are two input fields: 'Enter Email or Mobile Number' and 'Enter Password'. Below these fields, there is a checkbox for 'Password Less Authentication' and a checked checkbox for 'I consent to Parichay Terms Of Use'. A 'Next' button is located below the consent checkbox. To the right of the login form, there is a yellow box with a 'Tip of the day' and a section for 'Parichay Authenticator' with download links for Apple and Google Play. The footer contains the Ministry of Electronics, Information Technology, Government of India, and the NIC logo.

(Fig 2.0)

Step 3:

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

The screenshot shows the Parichay dashboard. The top navigation bar includes the 'e Forms' logo, the NIC logo, and the text 'राष्ट्रीय सूचना विज्ञान केंद्र National Informatics Centre MESSAGING AND SMS DIVISION'. There are links for 'User Manual' and 'Coordinator/DA List'. The user's name 'HI, SONU KUMAR' is displayed in the top right. A warning message states: 't pending with you for more than 15 days will be auto-expired after 48 hours. Please take action on all the pending requests immediately.' Below this, there is a 'Dear SONU KUMAR, Notice: For any query or doubt, You can use "RAISE A QUERY" option to interact with other stakeholders. For tracking the status of the request, use "TRACK" option. Data from January 2023' section. The dashboard features five summary cards: 'Total User Requests' (2), 'Total Pending Requests' (2), 'Total Completed Requests' (0), 'Total Rejected Request' (0), and 'Total Expired Requests' (0). Below these cards, there is a 'General Filters' section with 'Application' (VPN Single) and 'Status' (Pending Request, Rejected Request, Completed Request, Expired Request) options. The 'Total Pending Request' section shows a table with 2 entries. An 'Information' popup is visible in the bottom right corner.

App Id	Email	Status	Date
VPN-FORM202408090002	sonukumar7@esic.nic.in	Pending with RO/Nodal/FO	2024-08-0
VPN-FORM202408090004	sonukumar7@esic.nic.in	Pending with RO/Nodal/FO	2024-08-0

(Fig 3.0)

Note: Update the profile through My Profile (Fig 3.1) whose profile is not updated/Coordinator 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.

The screenshot shows the 'Forms' dashboard for SONU KUMAR, ASSISTANT. A notification at the top states: "Request pending with you for more than 15 days will be auto-expired". Below this, a summary of request statistics is displayed:

- Total User Requests: 2
- Total Pending Requests: 2
- Total Completed Requests: 0
- Total Rejected Request: 0

On the right side, there is a 'My Profile' button circled in red. Below the statistics, there are 'General Filters' and a 'Total Pending Request' section. The 'Total Pending Request' section includes a search bar and a table of pending requests:

App Id	Email	Status	Date	Actions
VPN-FORM202408090002	sonu.kumar7@esic.nic.in	Pending with RO/Nodal/FO	2024-08-09T09:39:08	Actions
VPN-FORM202408080004	sonu.kumar7@esic.nic.in	Pending with RO/Nodal/FO	2024-08-08T10:21:23	Actions

The table shows 2 entries, with pagination options for 'Previous' and 'Next'.

(Fig 3.1)

The screenshot shows the profile update form for SONU KUMAR. It features two tabs: 'Personal Info' and 'Organizational Info'. The form contains several fields, some marked as mandatory with an asterisk (*):

- User Name ***: SONU KUMAR
- Employee Code**: [Redacted]
- Mobile ***: +91XXXXXXXX615
- Email Address ***: sonu.kumar7@esic.nic.in
- Telephone Number(o)**: [Enter Official Telephone Number [STD CODE-TELEPHONE]]
- Telephone Number(r)**: [Enter Residence Telephone Number [STD C.CODE-TELEPHONE]]
- Designation ***: ASSISTANT
- Enter Your Official Address ***: ESIC HEADQUARTERS CIG MARG PANCHDEEP BHAVAN NEW DELHI
- State where you are posted ***: DELHI
- District/City Name ***: Central
- Pin Code ***: 110002

A 'CONTINUE' button is located at the bottom of the form.

(Fig 3.2)

Search your organization details

Employees State Insurance Corporation (ESIC) (Ministry of Labour And Employment)

Organization Category *
Central

Ministry *
Ministry of Labour And Employment

Department/Division/Domain *
Employees State Insurance Corporation (ESIC)

Reporting/Nodal/Forwarding Officer Email *
[Redacted]

Reporting/Nodal/Forwarding Officer Name *
[Redacted]

Reporting/Nodal/Forwarding Officer Mobile *
[Redacted]

Reporting/Nodal/Forwarding Officer Telephone *
[Redacted]

Reporting/Nodal/Forwarding Officer Designation *
SocialSecurityOfficer

I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

NOTE: • If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

SUBMIT

(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**.

New Request Add/Delete IP address to existing Renew Surrender

Choose Coordinator *

Organization Coordinator

Choose Co-ordinator *
Janaki Singh (janakisingh@esic.n)

IP Address *

Single IP IP Range

Enter Server IP address *
Enter IP Address [e.g: 10.10.10.10]

Application URL
Enter Application URL [e.g: (http://abc.com)]

Destination Port *
Enter Destination Port [e.g: 80,443]

Server Location *
NDC Delhi

Remarks
Remarks

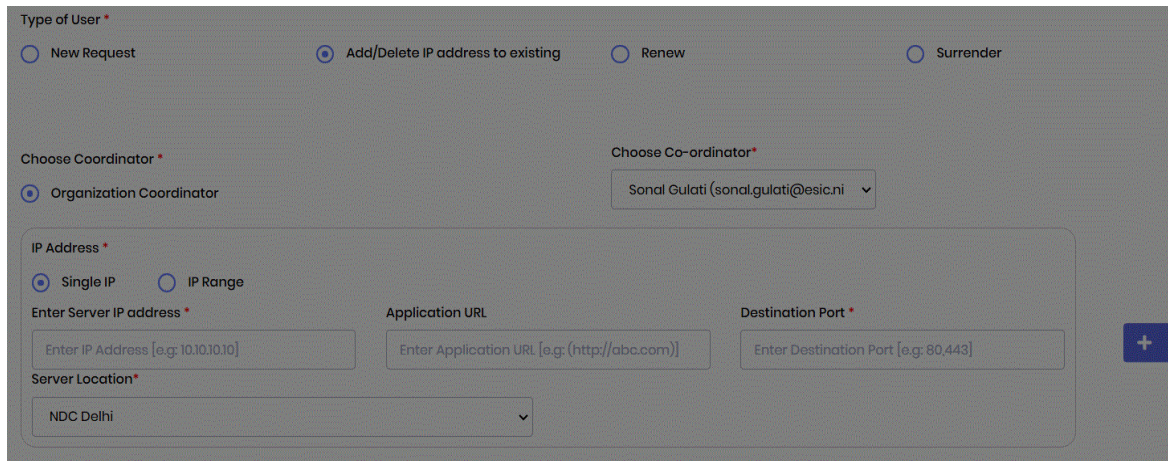
Enter Captcha *
Captcha pDbF66 Enter Captcha

Preview and Submit

(Fig 4.0)

Step :5

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



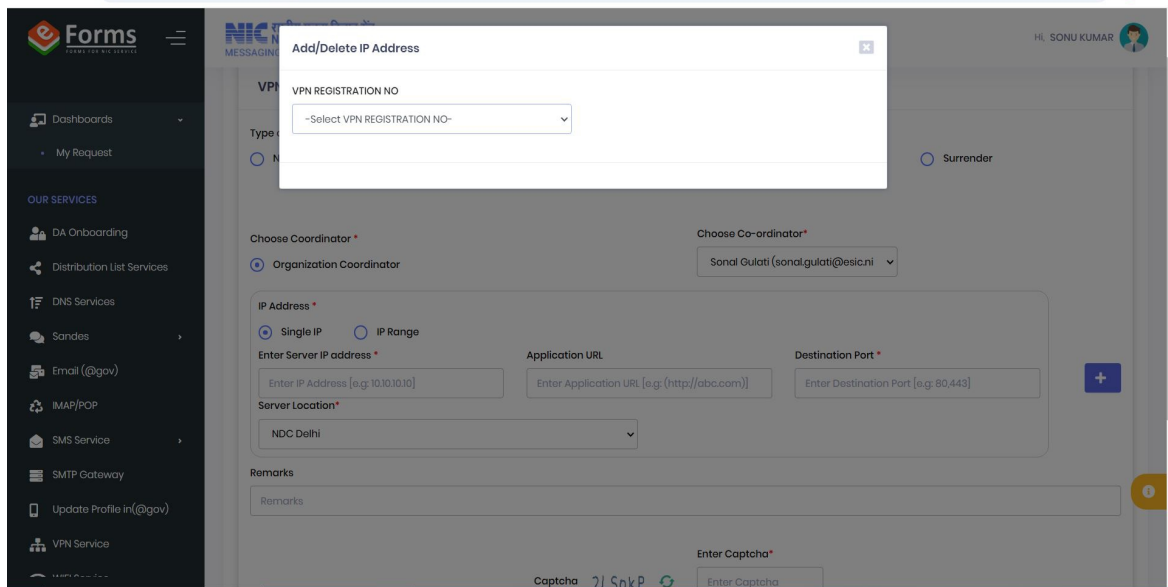
The screenshot shows a web form titled "Type of User" with four radio button options: "New Request", "Add/Delete IP address to existing" (which is selected), "Renew", and "Surrender". Below this, there are two dropdown menus: "Choose Coordinator" set to "Organization Coordinator" and "Choose Co-ordinator" set to "Sonal Gulati (sonal.gulati@esic.ni)". The main form area is titled "IP Address" and has two radio button options: "Single IP" (selected) and "IP Range". It contains three input fields: "Enter Server IP address" with a placeholder "Enter IP Address [e.g: 10.10.10.10]", "Application URL" with a placeholder "Enter Application URL [e.g: (http://abc.com)]", and "Destination Port" with a placeholder "Enter Destination Port [e.g: 80,443]". There is a blue "+" button to the right of these fields. Below the input fields is a "Server Location" dropdown menu set to "NDC Delhi".

(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.

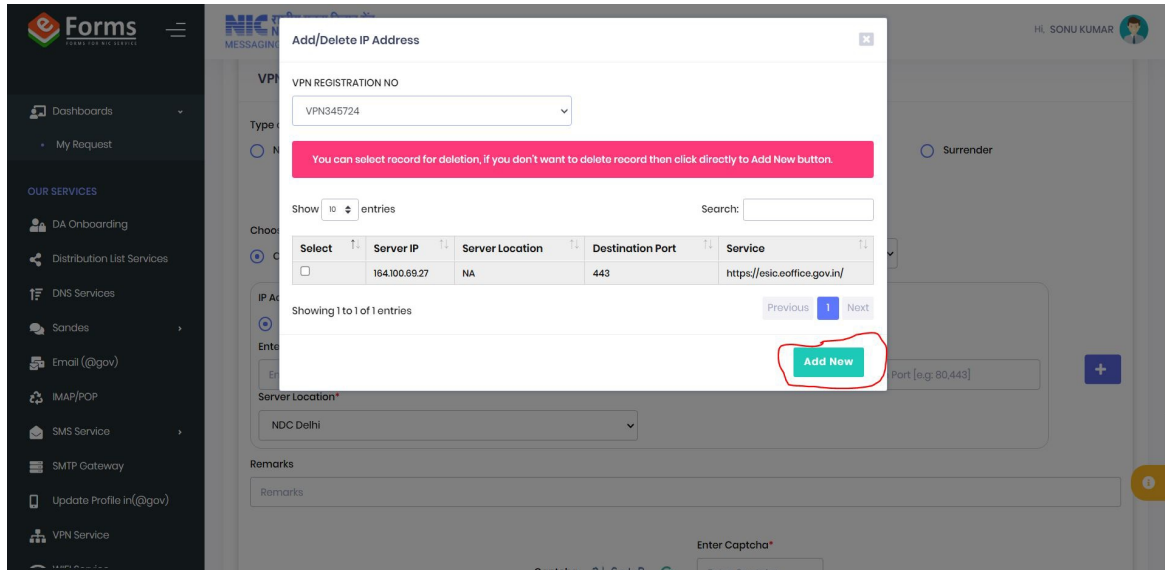


The screenshot shows the same "Add/Delete IP address to existing" form as in Fig 5.0, but with a modal window titled "Add/Delete IP Address" overlaid on top. The modal window contains a dropdown menu labeled "VPN REGISTRATION NO" with the option "-Select VPN REGISTRATION NO-". The background form is dimmed, but the "Type of User" section is still visible, showing "Add/Delete IP address to existing" selected. The "Choose Coordinator" and "Choose Co-ordinator" dropdowns are also visible. The "IP Address" section shows "Single IP" selected. The input fields for "Enter Server IP address", "Application URL", and "Destination Port" are present. The "Server Location" dropdown is set to "NDC Delhi". There is a "Remarks" text area at the bottom of the form. A "Captcha" field is visible at the very bottom of the page.

(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.

The screenshot shows the 'Forms' application interface. The sidebar on the left lists various services under 'OUR SERVICES', including Bharat VC, DA Onboarding, Distribution List Services, DNS Services, Sandes, Email (@gov), IMAP/POP, SMS Service, SMTP Gateway, and Update Profile in (@gov). The main content area is titled 'Choose Coordinator' and 'Choose Co-ordinator'. It features a form with the following fields:

- Choose Coordinator:** Organization Coordinator (selected)
- Choose Co-ordinator:** Sonal Gulati (sonal.gulati@esic.ni)
- IP Address:** Single IP (selected), IP Range (unselected)
- Enter Server IP address:** [Enter IP Address [e.g. 10.10.10.10]]
- Application URL:** [Enter Application URL [e.g. (http://abc.com)]]
- Destination Port:** [Enter Destination Port [e.g. 80,443]]
- Server Location:** NDC Delhi
- Remarks:** [Remarks]
- Enter Captcha:** [Enter Captcha]

A 'Preview and Submit' button is located at the bottom of the form.

Fig (8.0)

Step 9:

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

The screenshot shows the confirmation page for the VPN service. It includes the following information:

- Central:** Ministry of Labour And Employment
- Department/Division/Domain:** Employees State Insurance Corporation(ESIC)
- VPN Details Table:**

IP Type	IP Address	Application URL	Destination Port	Server Location	Action
single	10.10.10.10		80,443	NDC Delhi	Add

- Co-ordinator email:** sonal.gulati@esic.nic.in
- I agree to [Terms and Conditions](#)
- Buttons:** Close, Submit

At the bottom, it states: 'Designed and Developed by Messaging Division NIC 2025 © of Forms'.

(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.

Reporting/Nodal/Forwarding Officer D

SocialSecurityOfficer

Organization Details

Organization Category *

Central

Department/Division/Domain *

Employees State Insurance Corpora

VPN Details

IP Type

IP Address

Application URL

Destination Port

Server Location

Action

IP Type	IP Address	Application URL	Destination Port	Server Location	Action
single	10.10.10.10		80,443	NDC Delhi	Add

Co-ordinator email

sonal.gulati@esic.nic.in

I agree to [Terms and Conditions](#)

(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

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