



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



मुख्यालय

Headquarters'

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F No. Z-17/12/9/SPARROW/20E.lpt.1

21-03-2025

CIRCULAR

Subject: Accessing SPARROW Portal over new URL-reg.

On the above cited subject, reference is invited towards this office Circular dated 23.08.2024 vide which the details of officers/officials were sought who were not able to access SPARROW or PIMS as the same is shifted to (Virtual Proxy Network) NICNET/NKT by NIC. However, it has been observed that officers/officer are still not able to access the same.

In view of above, such Officers/Officials, who are still not able to access SPARROW i.e. Icon of SPARROW is not showing, are directed to apply for VPN/URL activation through e-forms.

The detailed Work-Flow is given in Annexure-1 for ready reference.

Assistant Director (E.I)

Copy To,

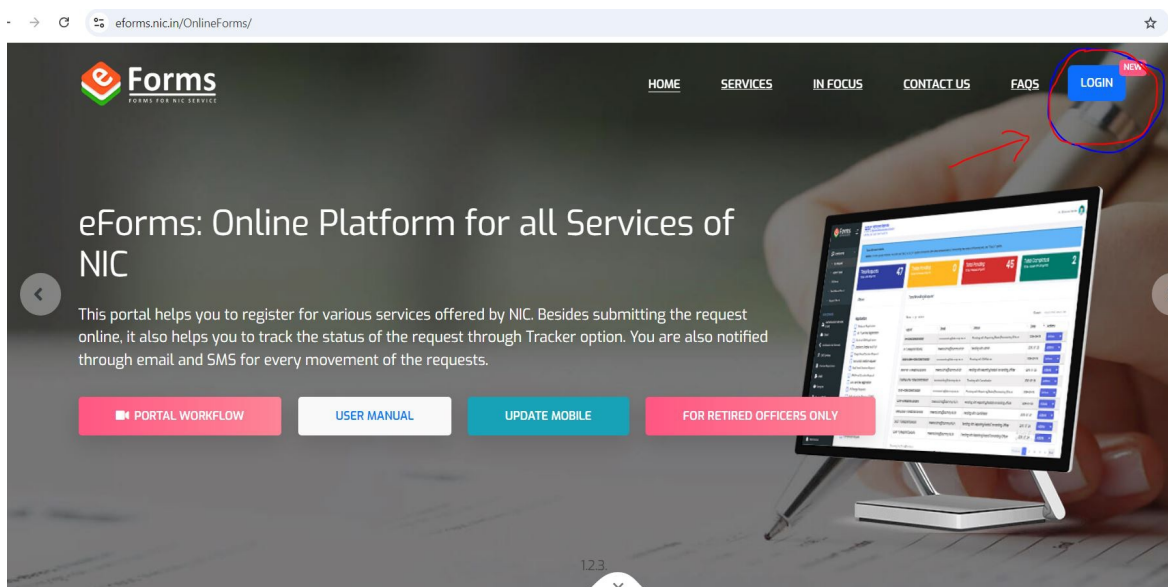
1. All Divisional Heads/ PPS at Hqrs for kind information.
2. Zonal Insurance Commissioners/Zonal Medical Commissioners for kind information.
3. Insurance Commissioner, NTA, New Delhi for information and necessary action.
4. All RDs/DD, I/cs of Regional Offices/Sub Regional Offices for information and necessary action.
5. All the Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals/ Dean of ESIC Medical/Dental Colleges/PGIMSR for information and necessary action.
6. D(M)Delhi/D(M)Noida for information and necessary action.
7. Deputy Director E-V Hqrs office for information and necessary action.
8. Medical DPC, Hqrs Office for information and necessary action.

9. Website Content Manager for uploading the same on website of ESIC.
10. Guard File/Spare Copy.

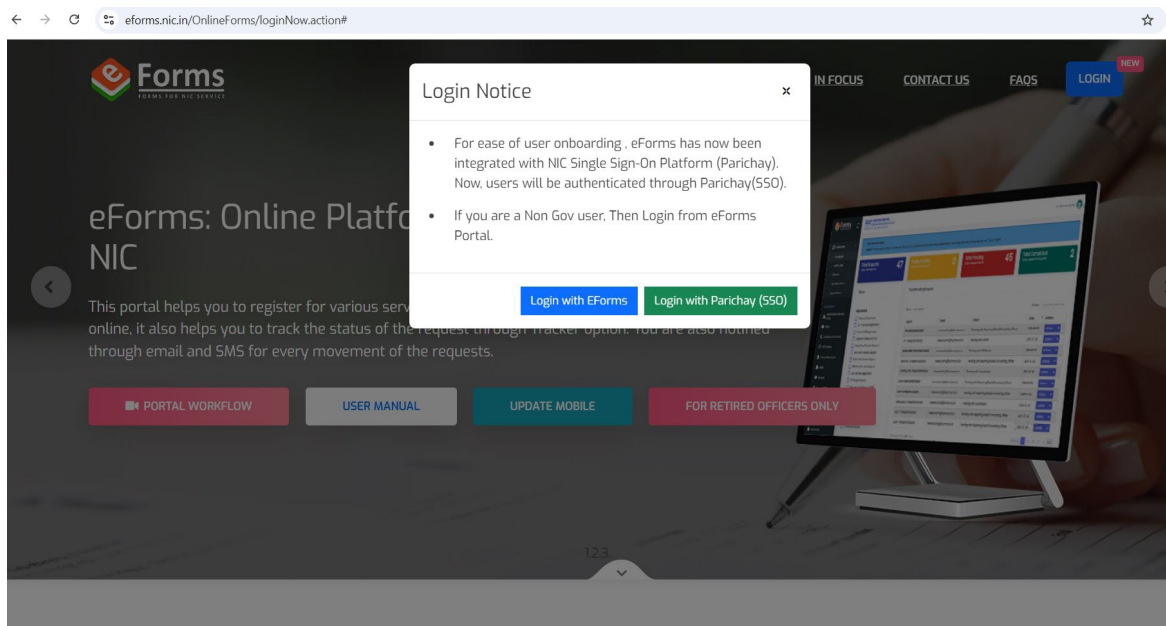
ANNEXURE-1

Step 1:

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



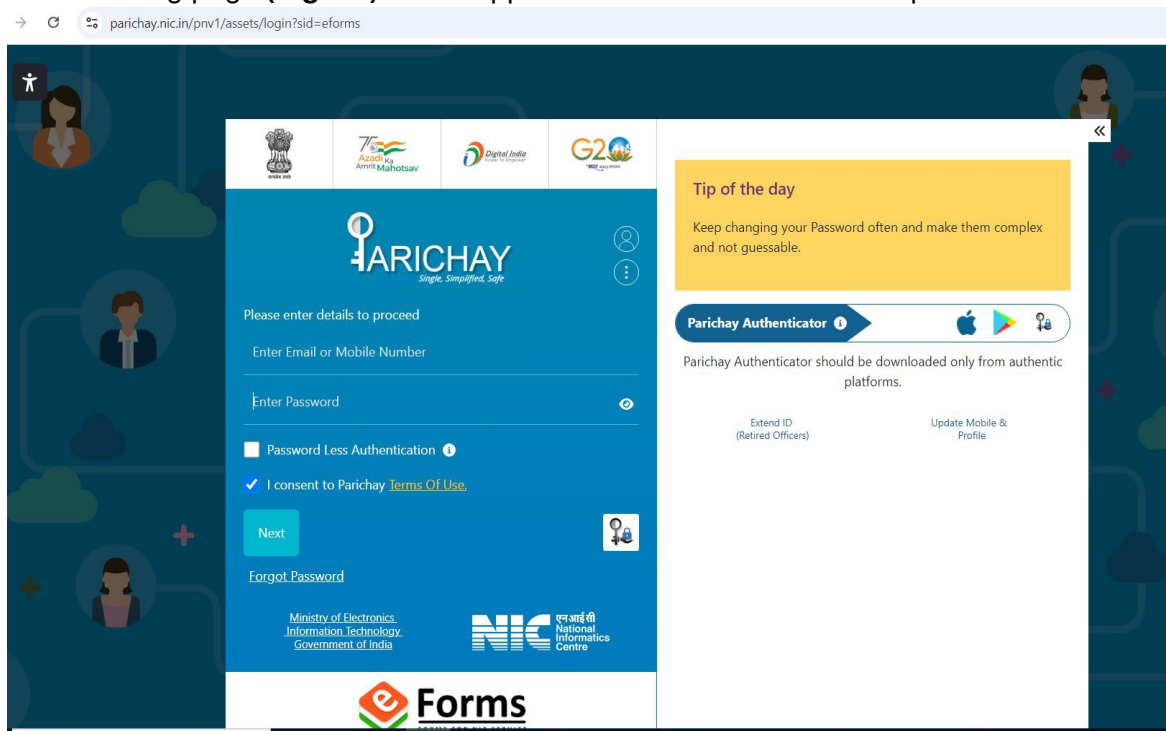
(Fig 1.0)



(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.

The screenshot shows the 'Forms' dashboard for SONU KUMAR. The left sidebar lists services like DA Onboarding, Distribution List Services, DNS Services, Sandes, Email (@gov), IMAP/POP, SMS Service, SMTP Gateway, Update Profile in (@gov), VPN Service, and WIFI Service. The main area displays a summary of requests: Total User Requests (2), Total Pending Requests (2), Total Completed Requests (0), Total Rejected Request (0), and Total Expired Requests (0). Below this is a table of pending requests with columns for App Id, Email, Status, and Date. An 'Information' pop-up is visible on the right.

App Id	Email	Status	Date
VPN-FORM202408090002	sonukumar7@esic.nic.in	Pending with RO/Nodal/FO	2024-08-09
VPN-FORM202408080004	sonukumar7@esic.nic.in	Pending with RO/Nodal/FO	2024-08-08

(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.

This screenshot is similar to Fig 3.0 but includes a 'My Profile' button highlighted with a red circle in the top right corner. The table of pending requests is also visible.

App Id	Email	Status	Date	Actions
VPN-FORM202408090002	sonukumar7@esic.nic.in	Pending with RO/Nodal/FO	2024-08-09T09:39:08	Actions
VPN-FORM202408080004	sonukumar7@esic.nic.in	Pending with RO/Nodal/FO	2024-08-08T10:21:23	Actions

(Fig 3.1)

Entries marked with asterisk (*) are mandatory

Personal Info **Organizational Info**

User Name *
SONU KUMAR

Employee Code
[REDACTED]

Mobile *
+91XXXXXX615

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 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

CONTINUE

(Fig 3.2)

Personal Info **Organizational Info**

Search your organization details
Enter Your Organization Name [Only characters, dot(.) and whitespace allowed]

Organization Category *
Central

Ministry *
Ministry of Labour And Employment

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

Reporting/Nodal/Forwarding Officer Email *
sudeep.bajpai@esic.nic.in

Reporting/Nodal/Forwarding Officer Name *
Sudeep Bajpai

Reporting/Nodal/Forwarding Officer Mobile *
+91XXXXXX0565

Reporting/Nodal/Forwarding Officer Telephone *
0253-2351043

Reporting/Nodal/Forwarding Officer Designation *
[REDACTED]

☒ 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)

(Fig 3.3)

Note: information regarding Reporting/Nodal/Forwarding Officer will be auto-filled once email ID of the said office is filled.

Step : 4

Click on VPN Service (Fig 4.0) and select Co-Ordinator as Sh. Sonal Gulati.

Forms

राष्ट्रीय सूचना विज्ञान केंद्र
National Informatics Centre
MESSAGING AND SMS DIVISION

User Manual | Coordinator/DA List

Hi, SONU KUMAR

VPN Details

Type of User *

☒ New Request ☐ Add/Delete IP address to existing ☐ Renew ☐ Surrender

Choose Coordinator *

☒ Organization Coordinator

Choose Co-ordinator *

Sonal Gulati (sonal.gulati@esic.ni)

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

Enter Captcha *

Captcha

(Fig 4.0)

Step :5

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

Type of User *

☐ New Request ☒ Add/Delete IP address to existing ☐ Renew ☐ Surrender

Choose Coordinator *

☒ Organization Coordinator

Choose Co-ordinator *

Sonal Gulati (sonal.gulati@esic.ni)

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

Enter Captcha *

Captcha

(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).

Note: do not check the select box.

Select	Server IP	Server Location	Destination Port	Service
<input type="checkbox"/>	164.100.69.27	NA	443	https://esic.eoffice.gov.in/

Fig (7.0)**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. On the left is a sidebar with '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 area is titled 'Choose Co-ordinator' and 'Choose Co-ordinator *'. It has a dropdown for 'Sonal Gulati (sonal.gulati@esic.ni)'. Below this is the 'IP Address' section with radio buttons for 'Single IP' (selected) and 'IP Range'. It includes input fields for 'Enter Server IP address *', 'Application URL', and 'Destination Port *'. The 'Server Location' dropdown is set to 'NDC Delhi'. There is a 'Remarks' text area and a 'Captcha' section with a 'Preview and Submit' button.

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 'VPN Details' form. It includes a 'Central' dropdown and a 'Ministry of Labour And Employment' dropdown. The 'Department/Division/Domain *' dropdown is set to 'Employees State Insurance Corporation (ESIC)'. Below this is a table for 'VPN Details':

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

Below the table is a 'Co-ordinator email' field with 'sonal.gulati@esic.ni.in'. There is a checkbox for 'I agree to Terms and Conditions' which is checked. At the bottom right are 'Close' and 'Submit' buttons. The footer text reads 'Designed and Developed by Messaging Division NIC 2025 © eForms'.

(Fig 9.0)

Step 10:

The following page (**Fig 10.0**) would appear. Click on Yes and forward the same to

Reporting/Nodal/Forwarding Officer.

Reporting/Nodal/Forwarding Officer Details

We are sending your request for approval to email address (sudeep.bajpai@esic.nic.in)

Name:	Sudeep Bajpai
Email:	sudeep.bajpai@esic.nic.in
Mobile:	+91XXXXXX565

Are you sure, you want to proceed?

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 any further assistance please contact

Sh. Sonu Kumar - 7503885615

Sh. Srikant Gupta – 8826714150