



**ORDER**  
Imphal, 27<sup>th</sup> May, 2026

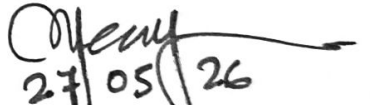
**No. B/2926/2012-RIMS :** As per the DoPT's, Office Memorandum, No. 21011/09/2026-PP(A.II), dated the 13<sup>th</sup> May, 2026, the timelines for completion of Annual Performance Assessment Report (APAR) for the Reporting Year 2025-2026 in respect of Central Civil Services, has been extended.

2. Accordingly, the timelines for completion of the Annual Performance Assessment Report (APAR) for regular employees of RIMS, Imphal, for the Reporting Year 2025-2026 is hereby extended, as per details enclosed as **(ANNEXURE)**.

3. It is further reminded that many regular employees of RIMS, Imphal, are still yet to generate their APAR in the e-SPARROW portal. Hence, they are again requested to login into the e-SPARROW portal and generate their APAR for the year 2025-2026, so that the Reporting/Reviewing of the APAR could be completed without further delay.

4. It is also reminded that non-compliance with the timeline for Self Appraisal/Reporting/Reviewing of APAR is view seriously and may entail disciplinary action against the defaulting employees.

5. This issue with the approval of the Director, RIMS, Imphal.

  
27/05/26  
(R. K. Mecolt Singh)  
Deputy Director (Admn.)

Copy to: -

1. P.S. to Director, RIMS, Imphal.
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. The Dean, RIMS, Imphal.
4. All Head of Departments / Units / Sections, RIMS, Imphal.
5. Principal, Dental College / College of Nursing, RIMS, Imphal.
6. Chief Nursing Officer i/c, RIMS, Imphal.
7. Sister i/c, Concerned ward, RIMS Imphal
8. All Hostel Wardens, RIMS, Imphal.
9. Librarian i/c, RIMS, Imphal.
10. Engineering Dept., RIMS Imphal.
11. The System Administrator, RIMS, Imphal – for uploading the above notice in RIMS, website.

**Annexure****Extended time schedule for completion of Annual Performance  
Assessment Report for the Reporting Year 2025-26.**

Sl. No.	Activity	Date by which to be completed	Auto forward
1.	Distribution of blank APAR forms to all concerned (i.e., to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	1 <sup>st</sup> April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 <sup>th</sup> June	16 <sup>th</sup> June
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	31 <sup>st</sup> July	01 <sup>st</sup> August
4.	APAR 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> August	01 <sup>st</sup> September
5.	Appraisal by Accepting Authority, wherever provided.	30 <sup>th</sup> September	01 <sup>st</sup> October
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority.  (b) Disclosure to the Officer Reported Upon where there is Accepting Authority.	01 <sup>st</sup> October  15 <sup>th</sup> October	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon.	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority a. where there is no Accepting Authority for APAR.  b. where there is Accepting Authority for APAR.	21 <sup>st</sup> October  06 <sup>th</sup> November	
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation	
10.	Communication of the decision of the competent authority on the representation by the APAR Cell.	15 <sup>th</sup> December	
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 <sup>st</sup> December	

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