



क्षेत्रीय आयुर्विज्ञान संस्थान, इफाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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ORDER

No. GEN/APAR/1/2024-EST Sec: 9407

In continuation of the Institute's, Circular of even number dated the 14th November 2025, regarding the trial run of the e-SPARROW (Smart Performance Appraisal Report Recording Online Window) system, it is hereby notified that the e-SPARROW platform will be implemented for all regular employees of RIMS, Imphal, starting with the assessment year 2024-2025. This entire exercise will commence on the 19th December 2025 and will be completed on the 25th February 2026, covering the assessment period from 01/04/2024 to 31/03/2025.

2. Accordingly, all the regular employees of the Institute are requested to login into the e-SPARROW portal at Link : <https://esparrow.rims.edu.in/> and follow the steps as circulated earlier (ANNEXURE-I).

3. After login, the employees will be required to select their Reporting and Reviewing Officers. A guideline in this regard is enclosed as ANNEXURE-II.

4. The time line for self-assessment/Reporting/Reviewing and the guidelines for filling of APAR gradings are also enclosed as (ANNEXURE-III & IV) for strict compliance.

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

Signed by

Mecolt Rajkumar Singh

Date: 19-12-2025 11:10:09

(R. K. Mecolt Singh)
Deputy Director (Admn.)

Copy to:-

1. P.S. Director, RIMS, Imphal.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean, RIMS, Imphal.
4. All Head of Departments / Units / Sections, RIMS, Imphal.
5. Principal, Dental College / Nursing College, RIMS, Imphal.
6. Chief Nursing Officer, RIMS, Imphal.
7. Sister i/c, Concerned ward, RIMS, Imphal.
8. All hostel Wardens, RIMS, Imphal.
9. Librarian, RIMS, Imphal.
10. Engineer Dept., RIMS, Imphal.

Steps to follow for using e-SPARROW of RIMS, Imphal by employee:

1. Please open <https://esparrow.rims.edu.in/and> login using NIC email id (@nic.in)
2. Click “User Assistance” and click on “Create Self Workflow”. Then select the Assessment Period – 2024-2025.
3. In the Action column, click on “ Create Workflow”.
4. Choose Global Organization as **“Regional Institute of Medical Sciences”** from dropdown menu. In the status column, select **“PAR”** and select form type i.e **Form – I** for faculty or **Form – II** for Non – Faculty. From Action column click on **“Continue”**.
5. Select Reporting Authority and Reviewing Authority from the list of employees in the dropdown menu . Then save it.
6. Next click on “User Assistance” and then click **on “Self PAR Generation”**.
7. Select the relevant Assessment year and click on **“Generate”** on the right side of the page.
8. Fill up the Basic Information details of the employee. Then click on **“Generate”**.

For Reporting Authority and Reviewing Authority:

1. Please go to the inbox, there will be a list of employees, whose PARs have to be reported or reviewed.
2. Click on the **“PAR Id”** which are highlighted . Then complete it with by giving appropriate marks and other instruction, as mentioned on the screen.

Hierarchy for submission of e-SPARROW**Annexure – I**

SL. NO.	GROUP	SELF	REPORTING	REVIEWING
1	HOD	Self	MS (Clinical Dept.)	Director
		Self	Dean (Non - Clinical Dept.)	Director
2	Principal (Dental / Nursing College)	Self	Director	Director
3	Group- A (Medical Faculty)	Self	HOD /Dean / MS	Director
4	Group- A (Non – faculty)	Self	Director	Director
5	Dental Faculty / Non – faculty (Group - A)	Self	HOD /Principal	Director
6	Chief Nursing officer	Self	MS	Director
7	Dy. Nursing / Senior Nursing Officer	Self	Chief Nursing officer	MS
8	Nursing Officer	Self	Sister i /c	Chief Nursing officer
9	Nursing College (Teaching)	Self	Principal	Director
10	Dental College / Nursing College (Non – Teaching)	Self	HOD / Unit i/c	Principal
11	Group -B (Hospital)	Self	HOD	MS
	Group- B / C (A Block)	Self	AO/AAO /SO	DDA/CAO/ Dean
	Library & Information Officer	Self	DDA	Director
12	Library staff	Self	Library & Information Officer	DDA
13	Group -C (Hospital / College)	Self	HOD / Unit i/c	MS
14	Group –C (Hostel)	Self	Warden	Chief Warden
15	Engineer Dept.(Civil/Electrical) Group -B	Self	DDA	Director
16	Engineer Dept.(Civil/Electrical) Group -C	Self	AE	DDA

**Time schedule for preparation / completion of Annual Performance Assessment Report
(APAR) (Reporting year – Financial Year 2024-2025)**

Sl. No.	Activity	Date by which to be Completed
1	Starting of creation of workflow and self PAR Generation by Officer to be reported upon.	19 th Dec.,2025 (Friday)
2.	Last date for Submission of Self - appraisal to Reporting Officer by Officer Reported upon	2 nd Jan.,2026 (Friday)
3	Last date for Submission of APAR by Reporting Officer to Reviewing Officer.	09 th Jan.,2026 (Friday)
4	Last date for APAR to be completed by Reviewing Officer and to be sent to the Officer Reporting upon.	23 rd Jan.,2026 (Friday)
5	Last date for Disclosure to the Officer Reporting Upon	28 th Jan.,2026 (Wednesday)
6	Last date for Submission of representation, if any, on APAR, by Officer Reported Upon.	04 th Feb.,2026 (Wednesday)
7	Last date for Forwarding of representation to the competent authority.	09 th Feb.,2026 (Monday)
8	Last date for Disposal of representation by the competent authority	19 th Feb.,2026 (Thursday)
9	Last date for Communication of the decision of the competent authority on the representation by the APAR Cell.	20 th Feb.,2026 (Friday)
10	End of entire APAR process, after which the APAR will be finally taken on record.	25 th Feb., 2026 (Wednesday)

Annexure-III

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.