

ORDER

Imphal, the 28th April, 2026

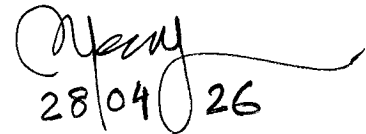
No. B/ 2926 / 2012 - RIMS : /9692 Attention is invited to this Institute's Order of the even number, dated the 19th Dec., 2025, regarding trial run and implementation of e-SPARROW, for the year 2024-2025. It is hereby informed to all concerned that the implementation of the Annual Performance Appraisal Report (APAR) for regular employees for the year 2024-2025 through online mode in the e-SPARROW portal, which was undertaken on a trial basis, was successfully conducted. However, due to the time constraints of the Assessment year 2024-2025, it has been decided that the APAR for the year 2024-2025 shall be redone in physical form (hard copy) only.

2. Accordingly, all the regular employees of the Institute are requested to initiate and complete their APAR in physical mode for the said period, a copy of blank APARs are also enclosed herewith as **Annexures I and II (Faculty and Non- Faculty forms)**. It may also be noted that the entire exercise from self appraisal to Reviewing shall be completed by **31st May, 2026**.

3. This issues with the approval of the Director, RIMS, Imphal.

P.S. : Regular employees may please note that the APAR for the year 2025-2026 will be done through e-SPARROW as notified earlier vide order of even number dated the 13th April, 2026 and the timeline for the same will be strictly followed.

End : As stated above.


28/04/26

(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 / 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 i/c, RIMS, Imphal.
10. Engineering Dept., RIMS Imphal.
11. The System Administrator, RIMS, Imphal – for uploading the above notice in RIMS, website.