



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: 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)

Phone : 0385-2414720
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

C I R C U L A R

No. GEN/APAR/1/2024-EST Sec: The Institute is in the process of implementing the e-SPARROW (Smart Performance Appraisal Report Recording Online Window) system for all regular employees of RIMS, Imphal, starting with the assessment year **2024-2025**. This initiative is being undertaken to streamline the process of recording and monitoring the Annual Performance Appraisal Report (APAR) in a transparent and efficient manner.

2. In this connection, it is submitted that the all the necessary preparation for implementation of e-SPARROW application in RIMS, Imphal, has been completed and under the initiation stage. However, before its formal launch of the platform, all regular employees of the Institute are directed to access and test the e-SPARROW (APAR) module through the designation portal, using their NIC email credentials. This testing phase will help to identify and rectify any technical or operational issues before the system is made live.

3. Accordingly, all regular employees are hereby, directed to log into the e-SPARROW platform and familiarize themselves with the application. This opportunity will be given till **17th November, 2025** and all users are requested to immediately inform Shri Robinson Singh Khuraijam, System Administration, IT Cell, RIMS, Imphal, of any technical issues faced by them, so that those can be resolved before the said deadline. All entries made during this trial period will be clean up and the e-SPARROW application will be formally launched. The detailed user guide (**Annexure-A**) and **the weblink** for accessing the e-SPARROW portal, are provided below:-

Weblink: <https://esparrow.rims.edu.in/>

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

Signed by

Mecolt Rajkumar Singh

Date: 14-11-2025 19:50:13

(R. K. Mecolt Singh)

Deputy Director (Admn.)