



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)

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ORDER

Imphal, the 13th April, 2026

No. B/ 2926 / 2012 - RIMS : / 19663
As a part the Annual exercise for performance appraisal of the regular employees of RIMS, Imphal, the blank APAR forms of the employees have been generated and sent to their respective e-SARROW inboxes.

2. Accordingly, all regular employees of RIMS, Imphal, are requested to complete their APAR on the **e-sparrow** portal for the Assessment Year **2025 – 2026** and submit their Self Appraisal as per the DOPT guide lines, this exercise will commence from Wednesday the 15th April, 2026 and exercise will cover the entire period from **01/04/2025 to 31/03/2026**.
3. The time line for self assessment / Reporting / Reviewing and the guidelines for filling of APAR grading are also enclosed as **(ANNEXURE)**
4. Accordingly, all Principal (Dental/ Nursing), Heads of Dept., Officers i/c of Various Colleges, Chief Nursing Officer, Units and Section are request to instruction to all the employees working under their control to submit the e-sparrow on time.
5. This issue with the approval of the Director, RIMS, Imphal.


13/04/26
(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 i/c, RIMS, Imphal.
10. Engineer Dept., RIMS, Imphal.
11. The System Administrator, RIMS, Imphal – for uploading the above notice in RIMS, website.

ANNEXURE

**Time schedule for preparation/completion of Annual Performance Assessment Report (APAR)
(Reporting year – Financial Year 2025-2026)**

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).		
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th May , 2026	16 th May , 2026
3	Submission of APAR by Reporting Officer to Reviewing Officer.	30 th June, 2026	01 st July, 2026
4	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided.	31 st July , 2026	01 st August, 2026
5	Appraisal by Accepting Authority, wherever provided	31 st August, 2026	01 st September, 2026
6	(a) Disclosure to the Reported Upon where there is no Accepting Authority (b) Disclosure to the Officer Reported Upon where there is Accepting Authority	01 st September, 2026 15 th September, 2026	
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 st September, 2026 06 th October, 2026	
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 th November, 2026	
11	End of entire APAR process, after which the APAR will finally taken on record	30 th November, 2026	

13/04/26