

NEIGRIHMS
**North Eastern Indira Gandhi Regional Institute of Health &
medical Sciences, Shillong**

(An Autonomous Institute, ministry of Health and Family Welfare, Government of India)
Director's Block, P.O. Mawdiangdiang, Branch, Shillong-793018, Meghalaya

ESTT-I-APAR0FACT/1/2024-Estt.I-Part(1)

Dated Feb, 2026

CIRCULAR

This is to inform all Faculty members, Officers and staff, that the SPARROW (**Smart Performance Appraisal Report Recording Online Window**) will go live w.e.f. **09.03.2026** for submission of APAR for the Financial Year **2025-26**. All APARs shall mandatorily be filled and submitted online through SPARROW.

Key Points for Compliance:

1. Mandatory Use & Activation of NIC Email ID

All Faculty members, Officers and staff must log in to SPARROW portal <https://sparrow.neigrihms.gov.in> using their **NIC email ID**.

Employees are requested to verify their email status on the Institute website under:

Home Page → Administrative → List of Email Created

Those who do not have an NIC email ID on the list must apply online through:

Home Page → Administrative → Email Creation Form (Link for applying Gov / NIC email)

2. EMD Form for SPARROW Access

Faculty members, Officers and staff whose name are not included in the list in Annexure I are required to submit the **EMD Form** (available under: **Announcement → Circulars etc. → Forms-> EMD Form - SPARROW**) for SPARROW access to **Establishment I**.

3. Reporting & Escalation of Issues

All APAR-related procedural issues shall be reported to the respective **Master Trainers**, who will report the same to Establishment I. Only technical issues shall be escalated by the **Master Trainers** to the IT Cell.

4. Reference Manual

Faculty members, Officers and staff may refer to the Manual for SPARROW available on the website under:

**Home Page → Administrative → User Guidelines for SPARROW
NEIGRIHMS**

5. Newly Created NIC Email IDs (January 2026 Onwards)

Faculty members, Officers and staff whose NIC email IDs have been newly created w.e.f. January 2026 are presently facing technical issues in Parichay, due to which they are unable to log in to SPARROW. The matter is

under examination by IT Cell in collaboration with NIC. Such Faculty, Officers and Staff are temporarily exempted; however, if the issue is resolved within the stipulated timeline, they shall also complete their APAR online.

Lt. Cdr. Pawan Deep
Deputy Director (Admn)

Memo: ESTT-I-APAR0FACT/1/2024-Estt.I-Part(1) Dated Feb, 2026

Copy for information and wide circular among the Faculty, Officers, Staff working under their incharge :

1. The Dean/Medical Superintendent, NEIGRIHMS, Shillong.
2. All the HODs/HODs i/c, NEIGRIHMS, Shillong.
3. The Superintending Engineer, NEIGRIHMS, Shillong.
4. The Principal College of Nursing, NEIGRIHMS, Shillong.
5. All Sections Heads in Admn. Block/Hospital/Nursing /Central library etc. NEIGRIHMS, Shillong.
6. The Programmer, IT Cell with a request to upload in the Institute's website.
7. The P.S. to Director, NEIGRIHMS, Shillong for kind information of the Director.

Sd/-

Lt. Cdr. Pawan Deep
Deputy Director (Admn)