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
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ESTT-I-APAR0FACT/1/2024-Estt.I Dated _____2026

CIRCULAR

Subject: Issuance of Part APAR w.e.f 1.4.2026 to 31.12.2026– reg .

This is for the general information that the Part APAR for the period w.e.f 01.04.2026 to 21.10.2026 wil be issued to the concerned officer Reported Upon on whose Reporting/Reviewing Officer are under the following officers consequent upon their retirement on 31.12.2026:-

1. Smti. Irene A. Nongtraw, Nursing Superintendent.
2. Shri M. S. Kharkongor, Chief Security Officer.

Accordingly, the undersigned is directed to inform that the Part APAR will be issued to all concerned Officers and Staffs through e-Sparrow portal.

The Part APAR shal be completed by the Officer reported upon (i.e Officers and Staffs) within 10 days of receipt of Blank APAR.

The reporting/Reviewing Officer shall complete the Part APAR within 1 (one) month of demission of office as per rule.

All concerned are requested to take note of the above and ensure compliance.

This issued with the approval of the Competent Authority

Note for Officers reported upon : Requested to check the basic information provided in the blank APAR like *Name, Date of birth, Designation, Assessment period etc*, and you are to report to CR Section, Establishment I within 1 week of receipt of Blank APAR for correction before sending/forwarding to the Reporting Officer as necessary correction cannot be editable after you have send to the Reporting Officer.

Digitally signed by
Elizabeth Lyngdoh
Date: 12-11-2026
12:24:36

Administrative Officer
Establishment-I

ESTT-I-APAR0FACT/1/2024-Estt.I Dated _____2026

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

1. The Dean/Medical Superintendent, NEIGRIHMS, Shillong.
2. Nursing Superintendent, NEIGRIHMS (with a request to verify the list of officers/staff placed in the attachment under your charge and ensure that all have received the blank APAR forms. In case any officer/staff has not received the blank APAR form, kindly contact the CR Section for necessary action)
3. The Chief Security Officer, NEIGRIHMS (with a request to verify the list of officers/staff placed in the attachment under your charge and ensure that all have

received the blank APAR forms. In case any officer/staff has not received the blank APAR form, kindly contact the CR Section for necessary action)

4. The Programmer, IT Cell for information and necessary action with a request to upload in the Institute website.
5. The P.S. to Director, NEIGRIHMS, Shillong for kind information of Director.

Administrative Officer
Establishment-I