

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 Dated the March, 2026

CIRCULAR

This is for general information for all Faculty members/Officers and Staff that the APAR for the period March ending 2026 has been forwarded through online mode ie eSPARROW.

In view of the above, the timelines for preparation/completion of APAR is as under:

Sl.No.	Activity	Date by which to be completed	Auto Forward
1.	Distribution of blank APAR forms to all concerned (ie. 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	01 st April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th May	16 th May
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	30 th June	01 st July
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	01 st August
5.	Disclosure to the Officer Reported Upon where there is no Accepting Authority	1 st September	
6.	Submission of representation, if any, on APAR by Officer Reported Upon	15 days from the date of disclosure of APAR	

Lt. Cdr. Pawan Deep
Deputy Director (Admn)

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Copy to: 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 and for further necessary action.
7. The P.S. to Director, NEIGRIHMS, Shillong for kind information of the Director.
8. All Dealing Assistants in Establishment Section-I.

**Lt. Cdr. Pawan Deep
Deputy Director (Admn)**