



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG
 (भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)
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ESTT-I-APAR0GRC/1/2024-Estt.I Dated Shillong the , 2026

Circular

It is for general information that Faculty Members/ Officers/Staff who do not possess Aadhaar card the available functionalities/options within SPARROW are as under:

1. Digital Signature Certificate (DSC) - The application allows the use of DSC for signing. In this regard, the concerned staff would be required to procure DSC through Store Section through the prescribed process, which involves a cost and requires periodic renewal (generally every two years).

2. Manual Processing through Custodian (Auto-delegation) - The system provides an option for auto-delegation to the Custodian, wherein:

The concerned officer may fill and sign the APAR in physical form and submit to Establishment for uploading the signed APAR to the Reporting Officer.

**Administrative Officer
 Establishment-I**

Memo: ESTT-I-APAR0GRC/1/2024-Estt.I Dated Shillong the 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.

**Administrative Officer
Establishment-I**