

Steps to follow for using e-Sparrow of RIMS, Imphal by employee:

1. Please open <https://esparrow.rims.edu.in/> and login using NIC email id (@nic.in)
2. Click “User Assistance” and click on “Create Self Workflow”. Then select the Assessment Period – 2024-25.
3. In the Action column, click on “Create Workflow”.
4. Choose Global Organisation as Regional Institute of Medical Sciences from dropdown. In the status column select PAR and select form type i.e. Form-I for faculty or Form-II for Non-Faculty. From Action column click on Continue.
5. Select Reporting Authority and Reviewing Authority from the list of employees in the dropdown. Then save it.
6. Next click on User Assistance and click on “Self PAR Generation”.
7. Select the Assessment year and click on “Generate” on the right side of the page.
8. Fill up the Basic Information details of the employee. Then click on “Generate”.

For Reporting Authority and Reviewing Authority:

1. Please go to the Inbox, there will be a list of employee whose PAR has to be reported and reviewed.
2. Click on the PAR Id which are highlighted. Then complete it with markings and other instructions as mentioned on the screen.

John H
15/11/25