

Reminder
Most Immediate

No. A-28011/1/2025-P.I
Government of India
Ministry of Environment, Forest & Climate Change

Indira Paryavaran Bhawan,
Prithvi Block, 1st Floor,
Jor Bagh Road,
New Delhi – 110003

Dated the 8th April, 2025

OFFICE MEMORANDUM

Subject :- On-boarding of posts on the SPARROW portal and creation of workflow for generation of APARs- regarding.

The undersigned is directed to refer to the O.M. of even No. dated 4th April, 2025 on subject mentioned above, wherein, all the officers/ officials in this Ministry and its ROs along with NAEB, holding the below mentioned posts, were requested to submit duly filled Form for Creation of IDs on SPARROW along with the requisite information/workflow.

- (i) Technical Officer (Wildlife),
- (ii) Technical Assistant (Wildlife),
- (iii) Deputy Commissioner (Forestry),
- (iv) Assistant Commissioner (Forestry),
- (v) Technical Officer (Forestry) Grade-I,
- (vi) Technical Officer (Forestry) Grade-II,
- (vii) Research Investigator (Forestry),
- (viii) Research Officer (Environment) Grade-I,
- (ix) Research Officer (Environment) Grade-II,
- (x) Research Assistant (Environment),
- (xi) Data Entry Operator (DEO),
- (xii) Protocol officer (PO) and
- (xiii) Library Assistant.

2. In this regard, it is stated that duly filled Form for Creation of IDs on SPARROW along with the requisite information/workflow is yet to be received from several officers/ officials.

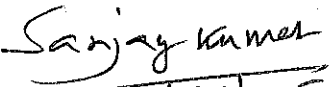
3. Accordingly, all the remaining officers/ officials of this Ministry and its ROs, along with NAEB holding the aforesaid posts are, therefore, once again requested to submit the duly filled Form for Creation of IDs on SPARROW (form enclosed) along

with the requisite information/workflow as per the enclosed proforma to APAR Cell for generating online APARs in the SPARROW system, by 10.04.2025 (Thursday) positively. The information/ workflow must be duly signed by the concerned official/ officer and should be forwarded through the respective reporting officer.

4. The period of no report/ review, if any, should be specifically indicated along with valid reasons in the proforma itself for generation of No Report Certificate/ No Review Certificate.

5. The information/workflow submitted by the Officers would be verified by the concerned Administrative Division before generating the APARs online in SPARROW.

Encl. as above.


8/04/25
(Sanjay Kumar)

Under Secretary to the Govt. of India

Tel. No.: 011-20819194

To,

1. All the Officers/Officials of MoEF&CC and its Ros along with NAEB; and
2. Senior Consultant (IT) with a request to upload this communication on e-office Notice Board.

Section 1 Format for Technical Posts and Data Entry Operator

Basic Information

1. Name of Officer/ Official :
2. Date of Birth :
3. Date of continuous appointment to present grade :
4. Grade :
5. Present post and date of appointment thereto :
6. Period of absence from duty(on training leave etc.)
during the year. If he has undergone training, specify :

Sl. No.	Period From	Period To	No. of Days	Remarks

7. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	Period	
			From	To
Reporting Authority				
Reviewing Authority				

Certified that the information provided above is true and correct to best of my knowledge.

Signature

Sl. No.	Employee Code (Service Number)/ EIS Employee Code	Appellation (Mr., Mrs. Etc.)	Employee Name*	NIC email ID	Gender (M/F)	Father's Name	Date Of Birth (DD/MM/YYYY)	Nationality	Religion (Hindu etc.)	Category Gen, SC, ST etc.	Services IPS, IAS, CSS etc.
1											

Aadhaar No. Mandatory for unique identification	Organization (Currently Posted Organization)	Organisation From Date (Date from which is applicable Blank will be taken as current date) DD/MM/YYYY	Designation (Expand all short forms)	Designation Joining Date DD/MM/YYYY (Date on which the current designation is joined - Blank will be taken as current date)	Type of Appointment (Whether temporary, permanent) Blank will be taken as permanent)	Appointment Order Date DD/MM/YYYY (Blank will be taken as current date)	Mobile No. (10 digit mobile number)	Roles As defined in next table