

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 29th April, 2025

OFFICE MEMORANDUM

Subject:- Implementation of “SPARROW” for online recording of Annual Performance Appraisal Reports (APARs)- regarding.

The undersigned is to refer to P.I Section's O.M. of even No. dated 4th April, 2025 and to inform that SPARROW for online recording of APARs has been implemented in this Ministry for the following posts for the year 2024–25 onwards:

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

2. The APARs in respect of officers/ officials holding above mentioned posts have already been generated and is accessible through <https://sparrow-moefccsci.eoffice.gov.in>.

3. DoPT vide its O.M. No. 21011/10/2025 PP (A-II) dated 9th April, 2025, has circulated timelines for preparation/ completion of APARs (copy enclosed). As per schedule, the last date for submission of self-appraisal by the concerned officer/ official is 15th May.

4. Accordingly, all the officers/ officials holding the above posts are requested to submit their self-appraisal on the SPARROW Portal by 15th May, 2025. The Reporting and Reviewing Authorities of aforesaid officials are also requested to strictly adhere to timelines for preparation/ completion of APARs (copy enclosed).

Encl. as above.



(Sanjay Kumar)

Under Secretary to the Govt. of India

Tel. No.: 011-20819194

To

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