

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

Dated: 11.06.2025

Office Memorandum

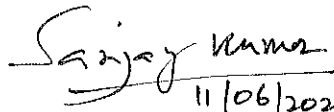
Subject: Non-generation of online APAR workflow in SPARROW Portal in respect of Scientists – reg.

The undersigned is to refer to the O.M. of even No. dated 28.05.2025 (copy enclosed) on the above mentioned subject, wherein, Senior Consultant (IT) was requested to furnish his response regarding non-generation of APAR workflows in the SPARROW Portal in respect of the following Scientists of this Ministry:

Sl. No.	Name of Scientist	Designation	Period of APAR Submitted Physically
1	Dr. Shahida Parvin Quazi	Scientist 'E'	01.04.2022 to 20.10.2022
2	Dr. Khursid Alam Khan	Scientist 'C'	28.07.2021 to 31.03.2022
3	Dr. M. Rajeshwar Prasad	Scientist 'C'	01.04.2021 to 31.10.2021, 01.11.2021 to 31.03.2022, 01.04.2022 to 30.06.2022 and 01.07.2022 to 31.03.2023

2. In this regard, it is stated that response is yet to be received from Sr. Consultant (IT). Accordingly, Senior Consultant (IT) is again requested to furnish his response regarding non-generation of APAR workflows in the SPARROW Portal in respect of the above-mentioned Scientists, so that the issue could be examined further. The reply in the matter may please be furnished immediately.

Encl: As above.


11/06/2025
(Sanjay Kumar)

Under Secretary to the Government of India

To
Shri S. Annadurai, Sr. Consultant (IT)
MoEF&CC, New Delhi

No. ADMIN/78/2024-P-I (E-248315)
Government of India
Ministry of Environment, Forest and Climate Change

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

Dated: 27.05.2025

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Office Memorandum

Subject: Non-generation of online APAR workflow in SPARROW Portal in respect of Scientists – reg.

The undersigned is to refer to the physical copies of Annual Performance Appraisal Reports (APARs) received in the APAR Cell in respect of the following Scientists of this Ministry:

Sl. No.	Name of Scientist	Designation	Period of APAR Submitted Physically
1	Dr. Shahida Parvin Quazi	Scientist 'E'	01.04.2022 to 20.10.2022
2	Dr. Khursid Alam Khan	Scientist 'C'	28.07.2021 to 31.03.2022
3	Dr. M. Rajeshwar Prasad	Scientist 'C'	01.04.2021 to 31.10.2021, 01.11.2021 to 31.03.2022, 01.04.2022 to 30.06.2022 and 01.07.2022 to 31.03.2023

2. In this regard, clarification was sought from all the three Scientists for submitting their APARs in physical/ offline mode. In response, the Scientists have submitted as under:

(i) Dr. Shahida Parvin Quazi, Scientist 'E':

She has submitted that the SPARROW form contained incorrect entries regarding her grade and designation. The issue was brought to the notice of the Senior Consultant (IT) and the then Section Officer, and an email dated 28.08.2023 was also sent in this regard. As the issue remained unresolved, the self-appraisal was submitted physically on 24.11.2023.

(ii) Dr. Khursid Alam Khan, Scientist 'C':

Dr. Khan submitted that although the APAR for the period 28.07.2021 to 31.03.2022 was due, the online workflow was not generated. Several emails were reportedly sent to the IT Cell highlighting the issue, but in the absence of any resolution, a physical copy of the APAR was submitted.

(iii) Dr. M. Rajeshwar Prasad, Scientist 'C'

The officer has submitted that for the APARs pertaining to periods 2021–22 and 2022–23, the workflows were not generated. He has submitted email correspondence addressed to the P-I Section and the IT Cell explaining that repeated

follow-ups were made for generation of workflows. For 2021-22 and 2022-23, physical copies were submitted.

3. In this regard, repeated requests were made to the Senior Consultant (IT) to clarify the reasons for non-generation of the workflow in respect of Dr. M. Rajeshwar Prasad, Scientist 'C'. However, response is still awaited.

4. In view of the above, Senior Consultant (IT), is requested to furnish his response regarding non-generation of APAR workflows in the SPARROW Portal in respect of the above-mentioned officers, so that the issue could be examined further. The reply in the matter may please be furnished immediately.

Sanjay Kumar
28/05/25
(Sanjay Kumar)

Under Secretary to the Government of India

To
Shri S. Annadurai, Sr. Consultant (IT)
MoEF&CC, New Delhi

S. Annadurai
28/5/25

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