

REMINDER

No. A-28011/1/2025-P.I (E-253939)
Government of India
Ministry of Environment, Forest & Climate Change

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

Dated the 12th February, 2026

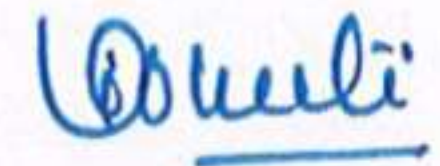
OFFICE MEMORANDUM

Subject :- Creating workflow and generating online APARs for the period 2025-26 in respect of officers/officials working in the Ministry of Environment, Forest & Climate Change – reg.

The undersigned is directed to refer to the O.M. of even No. dated 2nd February, 2026 on the above mentioned subject and to say that requisite information/ workflow for generating online APARs for the year 2025-26, has not yet been received from several officers/ officials of this Ministry.

2. It is, therefore, once again requested that the requisite information/workflow as per the enclosed proforma may be submitted electronically on the mail id gaurav.2930@gov.in for generating online APARs in the SPARROW system, by 27.02.2026 (Friday) positively. The information/workflow must be duly signed by the concerned official/ officer and should be forwarded through the concerned reporting officer.
3. 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.
4. The information/workflow submitted by the Officers would be verified by the Administrative Division before generating the APARs online in SPARROW.

Encl. as above.



(Vibhuti Panjiyar)

Under Secretary to the Government of India
Tele. No. : 011 - 2081 9216

To,

1. All the Officers/Officials of MoEF&CC; and
2. Senior Consultant (IT) with a request to upload this communication on e-office Notice Board.
3. The Assistant Commissioner (Forestry), RoHQ division (with the request to circulate this OM to all Officers/ Officials of the Ministry posted in **Regional Offices**)

No. A-28011/1/2025-P.I (E-253939)
Government of India
Ministry of Environment, Forest & Climate Change

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

Date: 02.02.2026

OFFICE MEMORANDUM

Subject: Creating workflow and generation of online APARs for the period 2025–26 in respect of officers/officials working in the Ministry of Environment, Forest & Climate Change – regarding.

The undersigned is directed to refer to the subject mentioned above and to state that the Annual Performance Appraisal Reports (APARs) for the period 2025–26 shall become due w.e.f. 01.04.2025, as per the prescribed time schedule for preparation and completion of APARs.

2. In this connection, it is requested that the requisite information/workflow, as per the **enclosed** proforma, may be forwarded electronically at the email ID gaurav.2930@gov.in for generation of online APARs in the SPARROW system, **latest by 13.02.2026 (Friday)**. The information/workflow must be duly signed by the concerned officer/official and forwarded through the present Reporting Officer. Any workflow not forwarded through the concerned Reporting Officer **shall not be accepted**.

3. The period of *No Report*, if any, should be specifically indicated in the proforma along with valid reasons, for the purpose of generation of a *No Report Certificate (NRC)*. It may be noted that generation of NRC is time-bound and **no NRC can be generated after completion of the prescribed timeline**.

4. Every officer/official must ensure that the entire period from 01.04.2025 to 31.03.2026 is duly covered in the workflow submitted, either by APAR and/or by NRC, as applicable. Information submitted about workflow, if found incorrect/wrong, will be viewed seriously. The information/workflow submitted by the officers/officials shall be verified by the concerned Administrative Division before generation of APARs online in the SPARROW system.

Encl.: As above.

Digitally signed by
 VIBHUTI PANJIYAR
 Date: 03-02-2026
 09:42:13

(Vibhuti Panjiyar)

Under Secretary to the Government of India
 Tel. No.: 011 - 2081 9216

To:

1. All the Officers/Officials of MoEF&CC; and
2. Senior Consultant (IT) with a request to upload this communication on e-office Notice Board.
3. The Assistant Commissioner (Forestry), RoHQ division (with the request to circulate this OM to all Officers/ Officials of the Ministry posted in **Regional Offices**) and follow it up to complete it timely.

Section 1 Format for IAS / IPS officers**Basic Information**

1. Name of the Officer reported upon :
2. Service :
3. Cadre :
4. Year of Allotment :
5. Date of Birth :
6. Present Grade (pay level) :
7. Present Post :
8. Date of Appointment to Present Post :
9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation (with cadre)	Period	
			From	To
Reporting Authority				
Reviewing Authority				
Accepting Authority				

10. Period of absence on leave, etc.

Sl. No.	Period From	Period To	Type	Remarks

11. Training Programs Attended

Date From	Date To	Institute	Subject

12. Period of No Report Certificate (NRC), if any, along with the reason:

Sl. No.	Period From	Period To	Reason

13. Awards/Honours

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14. Details of PARs of officers not written by the officer as reporting/reviewing authority for the previous year

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15. Date of filing the property return for year ending December :

16. Date of last prescribed medical examination :

(for officers over 40 years of age).

Attach copy of the summary of the medical report

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

Signature

Section 1 Format for IES officers**Basic Information**

1. Name of the Officer reported upon :
2. Date of Birth :
3. Date of entry into the Indian Economic Service :
4. Present Grade (pay level) :
5. Date of continuous appointment to present grade :
6. Present Post (Designation and Place of Posting) :
7. Date of Appointment to Present Post :
8. Reporting, Reviewing and Accepting Authorities :

Authority	Name	Designation (with cadre)	Period	
			From	To
Reporting Authority				
Reviewing Authority				

9. Period of absence from duty during the period of report :

Sl. No.	Period From	Period To	Type	Remarks

10. Training Programs attended during the period of report :

Date From	Date To	Institute	Subject

11. Period of No Report Certificate (NRC), if any, along with the reason:

Sl. No.	Period From	Period To	Reason

12. Whether the officer reported upon has completed APAR's of Group 'A' and Group 'B' officers working under him/her in respect of previous reporting year, within the stipulated time frame ? :

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

Signature

Section 1 Format for ISS officers

Basic Information

1. Name of the Officer :
2. Date of Birth :
3. Date of entry in Govt. Service :
4. Date of Entry in ISS :
5. Present Post held :
6. Date of continuous appointment to present grade/post :
7. Present Basic Pay :
8. Pay Band :
9. Grade Pay (pay level) :
10. Academic Qualification :
11. Reporting, Reviewing and Accepting Authorities :

Authority	Name	Designation (with cadre)	Period	
			From	To
Reporting Authority				
Reviewing Authority				
Accepting Authority				

12. Period of absence from duty during the period of report :

Sl. No.	Period From	Period To	Type	Remarks

13. Training Programs attended during the period of report :

Date From	Date To	Institute	Subject

14. Period of No Report Certificate (NRC), if any, along with the reason:

Sl. No.	Period From	Period To	Reason

15. Whether the officer reported upon has completed APAR's of Group 'A' and Group 'B' officers working under him/her in respect of previous reporting year, within the stipulated time frame ? :

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

Signature

Section 1 Format for CSS

Basic Information

1. Name of the Officer :
2. Date of Birth (DD/MM/YYYY) :
3. Date of continuous appointment to present grade :
4. Grade (pay level) :
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	Type	Remarks

7. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation (with cadre)	Period	
			From	To
Reporting Authority				
Reviewing Authority				

8. Period of No Report Certificate (NRC), if any, along with the reason:

Sl. No.	Period From	Period To	Reason

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

Signature

Section 1 Format for CSSS

Basic Information

1. Name of the Officer :
2. Date of Birth (DD/MM/YYYY) :
3. Designation of post held :
4. Date of continuous appointment to present grade :
5. Grade (pay level) :
6. Present post and date of appointment thereto :
7. Name of Officer with designation with whom attached during period under report

Authority	Name	Designation (with cadre)	Period	
			From	To
Reporting Authority				

8. Period of absence from duty (on training, leave etc.) during the year. If he has under gone training, specify.

Sl. No.	Period From	Period To	Type	Remarks

9. Period of No Report Certificate (NRC), if any, along with the reason:

Sl. No.	Period From	Period To	Reason

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

Signature

Section 1 Format for CSCS

Basic Information

1. Name of the Officer :
2. Date of Birth (DD/MM/YYYY) :
3. Designation of post held :
4. Whether the officer belongs to Scheduled Caste/Scheduled Tribe? :
5. Date of continuous appointment in the present grade :
6. Grade (pay level) :
7. Period of absence from duty (on training, leave etc.) during the year.

Sl. No.	Period From	Period To	Type	Remarks

8. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation (with cadre)	Period	
			From	To
Reporting Authority				
Reviewing Authority				

9. Period of No Report Certificate (NRC), if any, along with the reason:

Sl. No.	Period From	Period To	Reason

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

Signature

Section 1 Format for Scientists & Technical Posts

Basic Information

1. Name of Scientist :
2. Date of Birth :
3. Date of continuous appointment to present grade :
4. Grade (pay level) :
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 (with cadre)	Period	
			From	To
Reporting Authority				
Reviewing Authority				

8. Period of No Report Certificate (NRC), if any, along with the reason:

Sl. No.	Period From	Period To	Reason

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

Signature

Section 1 Format for CSOLS

Basic Information

1. Name of the Officer :
2. Date of Birth (DD/MM/YYYY) :
3. Date of Appointment in the CSOLS Cadre :
4. Grade (pay level) :
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	Type	Remarks

7. Reporting, Reviewing and Accepting Authorities:

Authority	Name	Designation (with cadre)	Period	
			From	To
Reporting Authority				
Reviewing Authority				

8. Period of No Report Certificate (NRC), if any, along with the reason:

Sl. No.	Period From	Period To	Reason

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

Signature