

No. A-28015/1/2017-P.I  
Government of India  
Ministry of Environment, Forest & Climate Change

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Indira Paryavaran Bhawan,  
Jor Bagh Road, Aliganj  
New Delhi – 110003

Dated the 24<sup>th</sup> January, 2017

**OFFICE MEMORANDUM**

**Subject:- Online submission of Annual Performance Appraisal Report (APAR) in respect of Scientist of this Ministry in the SPARROW system – regarding.**

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The undersigned is directed to refer to IT Division's note dated 20.12.2016 on the subject mentioned above and to forward herewith the revised two formats (for Scientist 'B' to 'F' and for Scientist 'G' respectively) for online submission of APAR in respect of Scientists of this Ministry. The details of the two formats are as under:-

**For the Post of Scientist – G**

i.	Section-I	Personal Data to be filled by Administration/Custodian
ii.	Section-II	Self-appraisal by the officer reported upon
iii.	Section-III	Numerical grading/General assessment to be provided by the Reporting Officer
iv.	Section-IV	Remarks of the Reviewing Officer

**For the Post of Scientist – B to F**

i.	Section- I	Personal Data to be filled by Administration/Custodian
ii.	Section- II	Self-appraisal by the officer reported upon/Self-assessment on S&T functions by the officer reported upon/Annexure to Annual Work Report (AWR)
iii.	Section- III	Numerical grading/General assessment to be provided by the Reporting Officer and assessment by the Reporting Officer with reference to Annual Work Report (AWR)
iv.	Section- IV	Remarks of the Reviewing Officer

**Annexure to the format to be linked in the left Menu Bar.**

Annexure-I	Guidelines regarding filling up of APAR with numerical grading
Annexure-II	Time schedule for preparation/completion of APAR
Annexure-III	Time schedule for preparation/completion of AWRs
Annexure-IV	Format for Peer Group review report.

Encl : As above

*Selhu Rajan Amin*

(S.R. Amin)

Under Secretary to the Govt. of India

Tel. : 24695321/Int : 2136

To  
The Deputy Secretary (IT)  
(Sh. P.J. Michael)

Copy for information to :-

Dr. S. Annadurai, Consultant (IT) for information.