

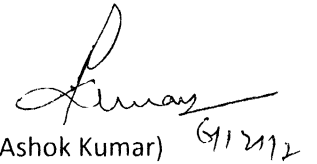
No.28011/01/2015 IFS-I
Government of India
Ministry of Environment Forest and Climate Change

6th Floor, Prithvi Wing,
Indira Paryavaran Bhawan, Jor Bgh Road,
Ali Ganj, New Delhi-110003,
Dated 6th December, 2017

To,
The Principal Secretaries,
All State Governments/UTs,

Subject: Minutes of the meeting on SPARROW (Smart performance Report Recording Online Window) held on 06.11.2017-regarding

Please find enclosed herewith a copy of the Minutes of the meeting on SPARROW held on 06.11.2017 under the Chairmanship of JS (IFS), MOEF&CC, and New Delhi for kind information and further necessary action at your end.



(Ashok Kumar) 6/12/17
Under Secretary to the Govt. of the India
Tel: 24695357

Copy to:-

- i. Principal Chief Conservator of Forests of All State Governments/UTs
- ii. PPS to JS (IFS-I), MOEF&CC
- iii. Sh. Anil Kumar, Technical Director (NIC)

Minutes of the Meeting held under the chairmanship of Joint Secretary MoEF&CC on 06/11/2017 at 02:30 PM in the Ministry of Environment Forest and Climate Change, New Delhi on SPARRROW (Smart Performance Appraisal Report Recording Online Window) for online filling of PAR for IFS Officers and other IFS cadre related issues.

The Meeting of the Principal Secretaries / PCCF's under the chairmanship of Joint Secretary, MoEF&CC was held on 06/11/2017 at 02:30 PM in the Barahmputra Hall, Ministry of Environment Forest and Climate Change, New Delhi. The list of participants is at **annexure-I**. The agenda points are also enclosed.

JS (IFS) welcomed the participants and explained in brief the background of the meeting. Joint Secretary MoEF&CC in his opening remarks informed that , SPARROW is already in place and has been fully implemented. He expressed his concerns about the slow pace of progress in implementation of the SPARROW for the IFS Officers. He requested all the participants to use E-Sign for all the IFS Officers by this year so that the SPARROW for online filling of PAR for the year 2016-2017 is fully operational. Thereafter the NIC team gave a brief presentation on introduction of SPARROW. During the discussion it was also emphasized that all NIC state co-coordinators have been advised to assist SFD's in this regard. In case of any problem they should take up the matter with state coordinators and if the issue is not resolved they can contact NIC members. The states should ensure to operationalize SPARROW, E-Sign is obtained in respect of all officers and the action to appoint Custodian, Alternate Custodian, PAR Manager and EMD Manager is completed at the earliest.

After a brief discussion the following decisions were taken:

1. All the states may insure that the DSC's or E-Sign should be used for all officers. If any state has obtained DSC's from any other sources they may indicate the same to the Ministry.
2. Filling up of immovable property return by all Officers needs to be completed on time as per the schedule. Attention was invited to DoPT OM dated September 7, 2011 where in it has been clearly stated that vigilance clearance shall be denied to an officer if he fails to submit his annual immovable property returns of the previous year latest by 31st January.

3. It was also decided that Migration process should be used for in SPARROW for all IFS Officers for uploading the APAR's of previous years.
4. It was also agreed that officer should use NIC mail which could be either of State Government or MoEF&CC. The officer can exercise the option.
5. It was also decided that Gujarat, Sikkim, West Bengal state will communicate with MoEF regarding the training on SPARROW in their respective states.
6. Tab should not be shown in case of medical date if the officer is below the age of 40 yrs.

The meeting ended with vote of thanks to be chair.