

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

6<sup>th</sup> Floor, Prithvi Wing,  
Indira Paryawaran Bhawan,  
Jor Bagh Road,  
New Delhi-110003  
Dated: 23-12-2016

**MEETING NOTICE**

**Subject:** Introduction to Smart Performance Appraisal Report Recording Online Window (SPARROW) for online filling of PAR in respect of IFS Officers-reg

As you are aware that MoEF & CC has initiated the process of introduction of SPARROW (Smart Performance Appraisal Report Recording Online Window). The system has been customized for IFS officers through NIC.

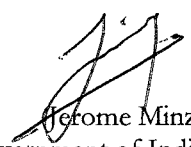
It has been observed that many states have not taken any initiative in this regard except Haryana. All the states may kindly note that from 2016-2017 no APAR's received manually and will not be considered by Ministry for various purposes.

In this regard a review meeting of the Principal Secretaries (GAD/Forests) has been scheduled under the **Chairmanship of, Secretary, Ministry of Environment Forest and Climate Change, New Delhi on 11<sup>th</sup> January, 2017 at 11:30 am in Kaveri Hall, 4<sup>th</sup> Floor, Prithvi Wing, Ministry of Environment Forest and Climate Change, Indira Paryawaran Bhawan, Jor Bagh Road, New Delhi.** It is also requested that the updated status in the prescribed proforma (given below) may also be furnished immediately and copy may be brought at the time of coming for the meeting.

No. of Officers	No. of Digital Signature Certificate Received	No. of Forms pending with (n) Code Solutions	Whether action has been taken as per the instructions contained in OM dated: 13-10-2016	Details of the Custodian	Details of the Alternate Custodian	Details of the PAR Manager	Details of the EMD Manager

It is requested to kindly make it convenient to attend the Meeting.

Encl: As above

  
(Jerome Minz)  
Deputy Secretary to the Government of India

To:

- (i) Principal Secretaries (GAD/Forests) of all States
- (ii) Nodal officers for SPARROW of all States
- (iii) PPS to Secretary, MoEF&CC, New Delhi
- (iv) PPS to DGF&SS, MoEF&CC
- (v) PPS to IGF (EAP/IFS)
- (vi) All officers related to SPARROW project