

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

6<sup>th</sup> Floor, Prithvi Wing,  
Indira Paryawaran Bhawan,  
Jor Bagh Road,  
New Delhi – 110 003.  
Dated: 08.12.2015

To,

The Principal Chief Conservator of Forests,  
All State Governments/UTs,  
(as per list enclosed)

Subject: Adopting SPARROW (Smart Performance Appraisal Report Recording Online Window) for online recording APARs in r/o IFS officers.

Sir,

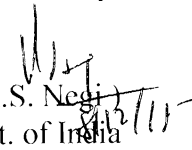
I am directed to inform that it has been decided to adopt SPARROW (Smart Performance Appraisal Report Recording Online Window) for online recording of APARs in r/o IFS officers as has been adopted by DoPT in r/o IAS officers. It has been decided to implement SPARROW in a time bound manner for the APARs from 2015-16 onwards.

2. In view of the above, it is requested as under:

- (i) To appoint an officer not below the rank of Director as nodal officer who would coordinate with this Ministry/ Project Implementation Team/NICSI for all project related activities. The details including telephone/mobile number, email ID, of the nodal officer may be sent to this Ministry.
- (ii) All IFS officers may be requested to apply for NIC email ID and also update their Executive Record Sheets as these are the mandatory requirements for each officer for online submission of his APAR.

3. It is requested the actions requested for may kindly be completed in a time bound manner and report in this regard may be sent to this Ministry positively by 28.12.2015 either by FAX (24695383) or at emails: [igf.eap-mef@nic.in](mailto:igf.eap-mef@nic.in), [ifs@nic.in](mailto:ifs@nic.in), [negiusef@gmail.com](mailto:negiusef@gmail.com).

Yours faithfully,

  
(R.S. Negi)  
Under Secretary to the Govt. of India  
Ph: 2469 53 57.

**Copy to:**

- (i) Principal Secretary (Forest) (all State Governments/UTs)
- (ii) All IFS officers.
- (iii) NIC for uploading the letter in the ifs website.