

**Most Immediate**  
**OUT TODAY**

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

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Indira Paryavaran Bhawan,  
Prithvi Block, 1<sup>st</sup> Floor,  
Jor Bagh Road,  
New Delhi – 110003

Dated the 1st January, 2025

OFFICE MEMORANDUM

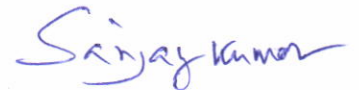
**Subject:- Creating workflow and generating online APARs for the period 2024-25 in respect of officers/officials working in the Ministry of Environment, Forest & Climate Change -reg.**

The undersigned is to say that Smt. Leena Nandan, former Secretary (EF&CC) superannuated from the Government Services on 31.12.2024. APARs for all officers in the Ministry, where the reporting, reviewing, or accepting authority was former Secretary, needs to be generated in accordance with DoPT O.M. No. 5/5/72-Estt. (A) dated the 20th May, 1972. These APARs need to be reported/reviewed/accepted within **One month** of superannuation of the officer.

2. Accordingly, all the concerned officers, are requested to submit the required workflow (proforma enclosed) for the period from 01.04.2024 to 31.12.2024 to **P.I Section (email anuj.prakash@gov.in)**, latest by **2nd January 2025**.

3. The information/workflow submitted by the Officers would be verified by the Administrative Division before generating the APARs online in SPARROW.

Encl. as above.



(Sanjay Kumar)

Under Secretary to the Govt. of India  
Tel. No.: 011-20819194

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.

## Section 1 Format for IAS/IPS(AIS) 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 :
7. Present Post :
8. Date of Appointment to Present Post :
9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	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. Awards/Honours

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

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

15. Date of last prescribed medical examination :  
(for officers over 40 years of age).

Attach copy of the summary of the medical report

## 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 :
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	Period	
			From	To
Reporting Authority				
Reviewing Authority				
Accepting 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. 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 ? :

## 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 Basis Pay :
8. Pay Band :
9. Grade Pay :
10. Academic Qualification :
11. Reporting, Reviewing and Accepting Authorities :

Authority	Name	Designation	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. 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 ? :

## 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 :
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	Period	
			From	To
Reporting Authority				
Reviewing Authority				

## 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 :
6. Present post and date of appointment thereto :
7. Name of Officer with designation with whom attached during period under report

Authority	Name	Designation	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. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	Period	
			From	To
Reporting Authority				
Reviewing Authority				

## 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 :
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	Period	
			From	To
Reporting Authority				
Reviewing Authority				

## Section 1 Format for Scientists

### Basic Information

1. Name of Scientist :
2. Date of Birth :
3. Date of continuous appointment to present grade :
4. Grade :
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	Period	
			From	To
Reporting Authority				
Reviewing Authority				