

ADMIN-28015/3/2021-P-I
Government of India
Ministry of Environment, Forest & Climate Change

Indira Paryavaran Bhawan,
Jor Bag Road, New Delhi-110003
Dated the 1st October, 2024

Office Memorandum

Subject: - Change of Functionaries in the SPARROW Portal for the Ministry of Environment, Forest and Climate Change – reg.

The undersigned is directed to convey the approval of the competent authority for nominating following officers of this Ministry as functionaries in Smart Performance Appraisal Report Recording Online Window (SPARROW) portal for managing online filing of APARs:

Functionaries	Who will perform/ What is the responsibility	Revised Functionaries
Custodian (Nodal Officer)	Cadre Controlling Authority	Sh. Amandeep Garg, Additional Secretary
Alternate Custodian	The alternate functionary will be required to performs the role of Custodian in absence of primary Custodian	Sh. Satyajit Mishra, Joint Secretary (Admin.)
PAR Manager	Officer responsible for creating hierarchical workflow in the software for the purpose of recording of APARs of the officers	Sh. Lalan Prasad Sharma, Director (P.I and P.III)
EMD Manager	Officer responsible for managing data and also its correctness in respect of individual employees	Sh. Sanjay Kumar, Under Secretary (P.I)

2. DoPT, is therefore, requested to incorporate the aforesaid changes on the SPARROW portal and inform the undersigned accordingly.

Sanjay Kumar

(Sanjay Kumar)

Under Secretary to the Govt. of India

Tele: 20819194

To,
PMU SPARROW TEAM,
Department of Personnel & Training, New Delhi,
support-sparrow@nic.in

Copy to:

- (i) Sr. PPS to Shri Amandeep Garg, Additional Secretary *20/10/24*
(ii) PS to Shri Satyajit Mishra, Joint Secretary (Admin) *20/10/24*
(iii) Steno 'D' to Shri L.P. Sharma, Director (P-I & P-III) *20/10/24*