No. 541/CCF(GC)/PMC/1R-11(IFS)/2016 Dated: 18/09/2018

To
All IFS officers of West Bengal Cadre.

Subject: Performance Appraisal Report (PAR) for 2017-18

Sir/Ma’am,

As you are aware PAR for 2017-18 onwards is supposed to be initiated and assessed on-line through SPARROW-IFS portal of NIC.

Accordingly the undersigned as PAR custodian and overall responsible for complete PAR management has created work flow for each of you for initiating PAR on-line through SPARROW-IFS. This has been communicated to you repeatedly by e-mail.

You are all requested to ensure initiation and completion of PAR as per time schedule for 2017-18, failing which your PAR dossier will remain incomplete.

Further, PAR for some of you have been already disclosed over SPARROW. You are requested to either “Accept” or “Submit representation” as per rules.

Yours faithfully,

(Dr. Kama Talukder, IFS)
Chief Conservator of Forests,
Gazetted Cell, West Bengal.