



Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K.

Subject: Recording of Annual Performance Appraisal Reports on SPARROW, in respect of Gazetted Officers for Financial Year 2024-25.

Circular No. 09-JK(GAD) of 2025.

Dated: 13.03.2025

With a view to streamline the Annual Performance Appraisal Reports i.e. APR Cycle in respect of Gazetted Officers (except IAS, IPS, IFoS and JKAS Officers) of all Departments, Smart Performance Appraisal Report Recording Online Window (SPARROW) was made live for filing of APRs w.e.f. 15.09.2022, which can be accessed on <https://jaksparrow.jk.gov.in>.

In order to ensure the timely generation and completion of Annual Performance Appraisal Reports i.e. APR cycle of Gazetted Officers for the financial year 2024-25 on SPARROW platform, all the Officers who are entrusted with the role of Custodians, in respect of Gazetted Officers on SPARROW platform, across all Departments, shall get the requisite information of the Gazetted Officers as per the enclosed format "**Annexure-A**".

Further, details of Initiating/Reviewing/Accepting Authorities of the Gazetted Officers, shall be in accordance with the rules notified vide Government Order No. 1311-GAD of 2001 dated 09.11.2001 read with Government Order No. 375-GAD of 2008 dated 26.03.2008, Government Order No. 150-JK(GAD) of 2019 dated 06.12.2019 and Government Order No. 09-JK(GAD) of 2021 dated 05.01.2021. This information shall be used by the Custodians to generate blank APRs of the Gazetted Officers for self appraisal. The timelines fixed for various authorities is enclosed as "**Annexure-B**".

Further, the blank APRs for the financial year 2024-25, once generated by the Custodians shall be forwarded to the concerned Gazetted Officers through the portal for self appraisal which shall subsequently be forwarded to Initiating, Reviewing and Accepting Authorities. The APRs shall remain available in the account of the Officers for fixed timelines and thereafter shall be auto-forwarded.

It is accordingly, impressed upon all the Officers, to record Annual Performance Reports as per fixed timelines and strictly in accordance with rules notified by the Government from time to time, to avoid auto forward at any stage, which would be treated as default on the part of the Officer concerned. Besides, all the Administrative Departments shall strictly monitor and ensure timely completion of APR cycle in respect of Gazetted Officers for the financial year 2024-25.

Sd/-

(M. Raju) IAS

Commissioner/Secretary to the Government

No: GAD-ESTB/135/2021-02-GAD

Dated: 13.03.2025

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Additional Chief Secretary to the Hon'ble Chief Minister.
3. Director General of Police, J&K.

*Reported for
13/03/25*

4. Director General, J&K Institute of Management, Public Administration and Rural Development.
5. All Principal Secretaries to the Government.
6. Principal Secretary to Hon'ble Lieutenant Governor.
7. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
8. All Commissioner/Secretaries to the Government.
9. Chief Electoral Officer, J&K.
10. Principal Resident Commissioner, J&K Government, New Delhi.
11. Divisional Commissioner, Kashmir/Jammu.
12. Director, Anti Corruption Bureau, J&K
13. Chairperson, J&K Special Tribunal.
14. Secretary, J&K Public Service Commission/BoPEE/SSRB.
15. All Heads of the Department/Managing Directors/Secretary, Advisory Boards.
16. All Deputy Commissioners.
17. Director Estates, Kashmir/Jammu
18. Director, Archives, Archaeology and Museums, J&K.
19. Director Information, J&K.
20. Secretary, J&K, Academy of Art, Culture & Languages.
21. General Manager, Government Press, Jammu/Srinagar.
22. Private Secretary to the Hon'ble Deputy Chief Minister.
23. Private Secretary to all the Hon'ble Ministers.
24. Private Secretary to Chief Secretary, J&K.
25. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
26. Incharge website, GAD
27. Circular /Stock file. *"Hindi and Urdu version order shall follow".*


Roopali Arora
13/03/25
(Roopali Arora) JKAS,

Under Secretary to the Government

13/03

'Annexure-A'

1.	CPIS No.	
2.	Name of the Officer	
3.	Designation during Assessment Period (2024-25)	
4.	Date of birth	
5.	Grade	
6.	Date of continuous appointment in the present grade	
7.	Present Post	
8.	Date of appointment to present post	
9.	Period of absence from duty on leave, training, etc. during the year	
10.	Date of filling the Annual Property Returns, indicating the Department from where the return was filed	
11.	Qualification (c) Academic (d) Professional	



Year 2024-2025	Name of the Officer	Designation during the period	Present designation
Initiating Authority			
Reviewing Authority			
Accepting Authority			

'Annexure-B'

S.No.	Activity	Timelines as per Government Order No. 1311-GAD of 2001 dated 09.11.2001
1.	Creation/Distribution of bank APRs to all concerned.	By or before 31 st of March of Assessment Year
2.	Submission of Self Appraisal by the officer Reported Upon	30 th April of the Financial Year following Assessment Year
3.	Submission of Report by the Initiating Authority (Reporting Authority)	30 th June of the Financial Year following Assessment Year
4.	Submission of report by the Reviewing Authority	15 th July of the Financial Year following Assessment Year
5.	Appraisal by Accepting Authority	31 st July of the Financial Year following Assessment Year

