



Government of Jammu and Kashmir
General Administration Department
Services (Civil Secretariat)
Jammu/Srinagar

NOTIFICATION

Filling of online APRs on SPARROW portal for the Financial Year **2023-24** (1st April, 2023 to 31st March, 2024) is due and accordingly all the members of the Jammu and Kashmir Administrative Service are requested to furnish following details before **25.03.2024 positively** so that Blank APRs are generated and sent into their accounts:

(A)

1.	JKAS Batch	
2.	CPIS No.	
3.	Name of the Officer :	
4.	Designation during Assessment Period (2023-24)	
5.	Date of birth :	
6.	Grade :	
7.	Date of continuous appointment in the present grade :	
8.	Present post :	
9.	Date of appointment to present post :	
10.	Period of absence from duty on leave, training, etc. during the year:	
11.	Date of filling the Annual Property Returns, indicating the Department from where the return was filed :	
12.	Qualification : (a) Academic : (b) Professional :	

(B)

Year 2023-24	Name of the officer	Designation during the period	Present Designation
Initiating Authority			
Reviewing Authority			
Accepting Authority			

- Details of Initiating/Reviewing/Accepting Authority may be furnished as per rules notified vide Government Order No.1311- GAD of 2001 dated 09.11.2001 read with Government Order No.375-GAD of 2008 dated 26.03.20008, 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.

Alhijer
22/03/2024

- The details must be furnished as softcopy in Microsoft WORD Format only with "officers name and batch" as name of the WORD file on **email id: servicesection226@gmail.com** or through **Whats App on 9419241147 (Ab. Basit, PAR/EMD Manager & Support Admin, KAS/JAK SPARROW)**.
- Details provided in any other format (jpeg, pdf, png etc) shall not be accepted.
- Details shall be provided with abundant caution as modification of data later on may not be possible once the information is logged into the application.

Sd/-

(Sanjeev Verma) IAS

Commissioner/Secretary to the Government

No: GAD-SerOKAS/43/2021

Dated: 22.03.2024

Copy to:

1. All members of the Jammu and Kashmir Administrative Service.
2. Private Secretary to the Commissioner/Secretary to the Government, General Administration Department.
3. Notification file.



(Akshay Rajan) JKAS

Deputy Secretary to the Government