



Government of Jammu and Kashmir  
General Administration Department  
Civil Secretariat, Jammu/Srinagar

Subject: Inhibition of Manual APRs in respect of Gazetted officers of the Union Territory of Jammu and Kashmir.

**Circular No. 16-JK(GAD) of 2023**  
**Dated: 18.05.2023**

In order to streamline the processing of Annual Performance Reports (APRs) in respect of Gazetted Officers of the Union Territory of Jammu & Kashmir, Smart Performance Appraisal Report Recording Online Window (SPARROW) was made live from 15.09.2022, which can be accessed on <https://jaksparrow.jk.gov.in>. The intent of switching over of Annual Performance Appraisal Reports from manual mode to online system was to ensure ready access of the Annual Performance Report by the authorized users, preventing loss of APRs in transition, enhanced transparency, better monitoring and timely completion of performance appraisals.

For recording of Annual Performance Appraisal Reports on JAK-SPARROW in respect of Gazetted Officers for the Financial year 2022-23, detailed instructions were issued vide Circular No. 12-JK(GAD) of 2023 dated 28.03.2023. However, it has been observed that despite repeated instructions, some Gazetted officers are still getting their APRs processed in the offline mode, which stifles the very purpose of elaborate set of instructions/guidelines notified on the subject and the electronic SPARROW window. This deviation has been viewed seriously by the authorities.

It is accordingly, impressed upon all the Gazetted Officers, to record Annual Performance Reports through online mode only, strictly in accordance with the rules notified by the Government from time to time. Besides, all Administrative Secretaries shall ensure that APRs in case of Gazetted officers should not be processed manually and are filed in electronic mode only, on the designated SPARROW portal.

Sd/-  
(Sanjeev Verma)IAS,  
**Commissioner/ Secretary to the Government.**


No.GAD-SERV0GENL/208/2022-09-GAD

Dated:18.05.2023

Copy to :-

1. All Financial Commissioners (Additional Chief Secretaries).

2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Director General, J&K, Institute of Management, Public Administration and Rural Development.
5. Principal Secretary to the Lieutenant Governor.
6. Principal Resident Commissioner, J&K, Government, New Delhi.
7. All Commissioners/Secretaries to the Government
8. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
9. Divisional Commissioner, Kashmir/Jammu.
10. All Heads of Departments/Managing Directors.
11. All Deputy Commissioners.
12. Chairperson, J&K Special Tribunal.
13. Secretary, J&K Public Service Commission.
14. Director, Archives, Archaeology and Museums, J&K
15. Director Information, J&K.
16. Director, Estates, Kashmir/Jammu
17. Secretary, J&K, Services Selection Board.
18. Secretary, J&K, Legislative Assembly.
19. General Manager, Government press, Jammu/Srinagar.
20. Principal Private Secretary to the Lieutenant Governor
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
23. Private Secretary to Advisor (B) to Lieutenant Government.
24. Circular/Stock file/Website, Gad. "Hindi and Urdu versions shall follow".

  
18.05.2023

(Roopali Arora) JKAS,  
**Under Secretary to the Government.**