



Government Of India

Government of Jammu and Kashmir  
Directorate of Sheep Husbandry Jammu  
Rail Head Complex, Jammu-180004

Phone: 0191-2470075 Fax: 0191-2470754 Email ID: directorshdjammu@gmail.com



No. DSHJ-ESTT0GAZZ/40/2022/19898-19928

Dated: 31.03.2023

Copy of Circular No. 12-JK(GAD) of 2023 dated 28.03.2023 issued by the General Administration Department regarding “Recording of Annual Performance Appraisal Reports on SPARROW in respect of Gazetted Officers for the Financial Year 2022-23” forwarded to the: -

1. Joint Director (Extension/Farms), Sheep Husbandry Department Jammu.
2. Deputy Director, Govt. Sheep Breeding & Research Farm, Reasi/Billawar.
3. Principal, Sheep & Wool Workers Training Class, Kartholi.
4. District Sheep Husbandry Officer Jammu/Samba/Kathua/Poonch/Rajouri/Reasi/Udhampur/Ramban/Doda/Kishtwar.
5. Assistant Project Officer, Intensive Sheep Development Migratory Project, Jammu/Warwan and Bhaderwah/Hiranagar.
6. Assistant Director, Govt. Sheep Breeding Farm, Thathri/Panthal/Balnoi/DGF Rajbagh.
7. Research Officer, Disease Investigation Laboratory, Kartholi.
8. Sheep & Wool Development Officer Bani/Kalakote/Mahore/Reasi/Ramnagar/Banihal/Padder/Marwah.
9. Fleece Testing Officer, Sheep Husbandry Department, Kartholi.
10. Accounts Officer, Sheep Husbandry Department, Jammu.
11. All Gazetted Officers of Sheep Husbandry Department, Jammu.
12. Incharge Website, Directorate of Sheep Husbandry Jammu.

--- for information and necessary action as per contents of the Circular. All Gazetted Officers of this Department shall furnish their respective information, as per enclosed format (Annexure-A), through their concerned DDO so that blank APRs are generated by Custodians of this Department for self appraisal. The details of Initiating/Reviewing/Accepting Authorities of Gazetted Officers shall be strictly in accordance with the rules notified vide Govt. Order No. 1311-GAD of 2001 dated 09.11.2001 as amended from time to time.

(Krishan Lal) JKAS,  
Director,  
Sheep Husbandry Department,  
Jammu.

31.03.23



**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 2022-23.

**Circular No. 12-JK(GAD) of 2023**  
**Dated:- 28.03.2023**

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 2022-23 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.

Further, the blank APRs for the financial year 2022-23, 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

*Roopika Sharma*  
28.03.23

the Administrative Departments shall strictly monitor and ensure timely completion of APR cycle in respect of Gazetted Officers for the financial year 2022-23.

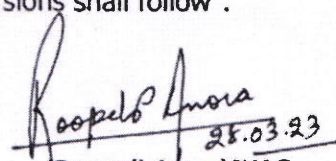
Sd/-  
(Sanjeev Verma) IAS,  
**Commissioner/Secretary to the Government.**

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

Dated: 28.03.2023

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. Chief Electoral officer, J&K.
9. Chairman, Special Tribunal, J&K.
10. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
11. Divisional Commissioner, Kashmir/Jammu.
12. All Heads of Departments/Managing Directors.
13. All Deputy Commissioners.
14. Director Information, J&K.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director, Estates, Kashmir/Jammu.
17. Secretary, J&K Public Service Commission.
18. Secretary, J&K, Services Selection Board.
19. Secretary, J&K, Legislative Assembly.
20. General Manager, Government Press, Jammu/Srinagar.
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, GAD.
23. Private Secretary to Advisor (B) to Lieutenant Government.
24. Circular/Stock file/Website, GAD. "Hindi and Urdu versions shall follow".

  
28.03.23  
(Roopali Arora)JKAS,

**Under Secretary to the Government.**

**Annexure – 'A'**

1.	CPIS No.	
2.	Name of the Officer	
3.	Designation during Assessment Period (2022-23)	
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 filing the Annual Property Returns, indicating the Department from where the return was filed	
11.	Qualification: (a) Academic (b) Professional	

Year 2022-23	Name of the Officer	Designation during the period	Present Designation
Initiating Authority			
Reviewing Authority			
Accepting Authority			