

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

Subject: **Online Annual Performance Reports (APRs) on SPARROW in respect of Gazetted officers (except JKAS)- Notification of email IDs thereof.**

Notification

In terms of Circular No. 33-JK(GAD) of 2022 dated 17.09.2022, detailed instructions have been issued regarding filing of Annual Performance Reports (APRs) on SPARROW (Smart Performance Appraisal Report Recording Online Window) by all Gazetted Officers of the Union Territory of Jammu & Kashmir. Further, vide Government Order No. 1080-JK(GAD) of 2022 dated 17.09.2022, timelines for processing APRs on the said portal for Assessment Year 2021-2022 have already been notified.

On the basis of CPIS, Personal Information Management System (PIMS) data and official e-mail IDs (@gov.in) created in respect of Gazetted Officers, have been shared by NIC, which is required to be verified by concerned Administrative Departments.

Number of queries have been received from Officers working across various Departments regarding access to e-mail ID and passwords etc. Accordingly, with a view to facilitate these officers, the procedure to reset password for the purpose is hereby notified as **Annexure-'A'**.

Further the details of the Gazetted Officers including e-mail IDs (@gov.in) as furnished by the NIC, are also notified as **Annexure-'B'** for information of all officers whose names are not incorporated in the list. Such officers are advised to furnish their details to their concerned Administrative Departments, which shall forward the same to this Department in the following format (excel) on jak-sparrow@jk.gov.in within two days positively.

| Employee Code | First name | Last name | Designation | Department | Organization | Service | Cadre | Allotment year | Mobile No. | Email Id | DoB | Date of retirement |
|---------------|------------|-----------|-------------|------------|--------------|---------|-------|----------------|------------|----------|-----|--------------------|
|---------------|------------|-----------|-------------|------------|--------------|---------|-------|----------------|------------|----------|-----|--------------------|

No.: GAD-ESTB/135/2021-0?-GAD
Copy to the:

Dated: 07.10.2022

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, IMP&RD. Government of Jammu & Kashmir



Government Medical College Srinagar

10-Karan Nagar, Srinagar, Kashmir, 190010. Phone No: 0194-2504114, FAX: 0194-2503115

No: MC/Accts/-1453-54

Dated: 12-10-2022

Copy forwarded to the: -

1. All Gazetted Officers borne on the establishment of Government Medical College, Srinagar for necessary action. If name of any of the officers has not been incorporated in the annexed list, same may be communicated to the Administrative Department, on the format prescribed by the General Administration Department.
2. I/c I.T. Section for for uploading the notification alongwith its annexures on the official website of GMC Srinagar. The annexures shall be sent via e-office separately.

Chief Accounts Officer
GMC Srinagar