

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

Subject: Finalization of Annual Performance Reports (APRs) for Assessment Year 2020-21-instructions thereof.

**Circular No.:13-JK(GAD) of 2022**  
**Dated: 04-04-2022**

Detailed instructions/ procedure regarding writing of, custody and maintenance of Annual Performance Reports for Gazetted officers have been laid down in Government Order No. 1311-GAD of 2001 dated 09.11.2001. While switching over to SPARROW Portal, timelines, as notified vide Government Order No. 1311-GAD of 2001 dated 09.11.2011, were relaxed for enabling officers/authorities to finalize the APRs.

The following timelines were fixed for various authorities, as per the Government Order *ibid* and extensions so granted for finalization of APRs:-

S. No.	Authority	Timelines as per G.O. No. 1311-GAD of 2001 dated 09.11.2001	Extended Timelines for finalization of APRs on SPARROW platform as per G.O. No.581-JK(GAD) of 2021 dated 06.07.2021
1	Officer reported upon (Self Assessment)	By or before 31st of March every year	By or before 31st of March of 2021
2	Initiating Authority	30 <sup>th</sup> April	30.09.2021
3	Reviewing Authority	15 <sup>th</sup> July	15.11.2021
4	Accepting Authority	31 <sup>st</sup> July	31.12.2021

It has been observed that these instructions/ timelines are not being adhered to strictly and deviations have been reported at different levels viz., Officer Reported upon, Initiating Authority, Reviewing Authority and Accepting Authority.


It is accordingly enjoined upon all the authorities to clear the APRs pending at their levels (manual/online) **by or before 10.04.2022** positively.

By Order of the Government of Jammu and Kashmir.

Sd/-

(Manoj Kumar Dwivedi) IAS

**Principal/ Secretary to the Government**

  
4.4.2022

No:GAD-SERVOKAS/43/2021

Dated:04.04.2022

Copy to the:

1. Financial Commissioner (Additional Chief Secretary), Finance Department.
2. Financial Commissioner (Additional Chief Secretary), Home Department.

3. Financial Commissioner (Additional Chief Secretary), Health & Medical Education Department.
4. Financial Commissioner, Revenue, J&K.
5. All Principal Secretaries to the Government.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. Principal Secretary to the Hon'ble Lieutenant Governor.
8. All Commissioner/Secretaries to the Government.
9. Chief Electoral Officer, J&K.
10. Commissioner/Secretary to the Government, Union Territory of Ladakh.
11. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
12. Divisional Commissioner, Jammu/Kashmir.
13. All Head of Departments/ Managing Directors.
14. All Deputy Commissioners.
15. Director Archives, Archaeology and Museums.
16. Director Estates, J&K.
17. Secretary, J&K Public Service Commission.
18. Secretary, J&K Services Selection Board.
19. OSD/Special Assistant(s) to the Advisor (B) to Lieutenant Governor.
20. Private Secretary to the Chief Secretary, J&K.
21. Private Secretary to Principal Secretary to the Government, General Administration Department.
22. In-charge website, GAD.
23. Circular file/Stock file.

  
14.4.2022

(Shuaib Mohammad Naikoo)

**Deputy Secretary to the Government**