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Government of Jammu and Kashmir,  
**Information Technology Department,**  
Civil Secretariat, Srinagar.

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**TIME BOUND  
MOST URGENT**

**Subject: Implementing online processing of Annual Performance reports (APRs) of KAS officers on the pattern of IAS-(SPARROW).**

**Circular No. 07-ITD of 2018**  
**Dated: 06.06.2018**

The process of APR submission of all KAS officers of J&K State is being made online through the SPARROW platform of the NIC. For this purpose, specific service particulars of the officers are required to be captured for the SPARROW system. It is therefore enjoined upon all the KAS officers to provide the details as mentioned in the excel sheet ([Download sheet here](#)) latest by the **15<sup>th</sup> June, 2018** and email the same at **kascpis@gmail.com**.

Sd/-  
(Saugat Biswas) IAS  
Secretary to the Government,  
Information Technology Department.

No: ITD/Gen/36/2018/APR

Dated: 06.06.2018

Copy to the

- 1) All Administrative Secretaries.
- 2) Vice-Chairman/Director General, J&K, IMPA.
- 3) Principal Secretary to Hon'ble Governor, J&K.
- 4) Chief Electoral Officer, J&K.
- 5) Financial Commissioner, Revenue, J&K.

- 6) Commissioner/Secretary to the Government, General Administration Department **with the request to get the circular uploaded on the website of GAD.**
- 7) Divisional Commissioner, Kashmir/Jammu
- 8) All Deputy Commissioners.
- 9) Director Information, J&K, Srinagar.
- 10) Secretary, J&K State Vigilance Commission.
- 11) Secretary, J&K State Information Commission.
- 12) Secretary, J&K Public Service Commission.
- 13) Register, J&K Tribunal.
- 14) Secretary, State Water Regulatory Commission.
- 15) Secretary, State Accountability Commission.
- 16) Special Assistant to Hon'ble Minister for Information and Technology Department.
- 17) Sr. Consultant, SeMT.
- 18) I/C Website, ITD
- 19) Circular file/Stock file.



(S.C. Raina), KAS

Deputy Secretary to the Government

