

**Government of Jammu and Kashmir  
Finance Department  
Directorate General of Accounts & Treasuries, J&K.**


**Subject: - Implementation of Online filling of Annual Performance Reports by Gazetted Officers of Union Territory of Jammu and Kashmir on SPARROW.**

**CIRCULAR**

All the Accounts officers of Accounts and Treasuries organization may refer this Directorate circular instructions No: DGAT/CAE/289 dated 20.09.2022 wherein all the Gazetted officers were enjoined upon to furnish the requisite information in Annexure A and B within two days positively. However, after scrutiny of the information received it has been observed that some of the officers have not yet furnished the information in the devised format. It is further impressed upon all officers that an online portal for processing Annual Performance Report (APRs) has been launched by Government of UT of J&K and it is mandatory for all to initiate the APRs through Smart Performance Appraisal Report Recording Online Window (SPARROW) from the Assessment year 2021-22.

All the concerned are once again enjoined upon to furnish the information in the required format as per Annexure A and B within two days positively.

The information be mailed at [ddc-dgat@jk.gov.in](mailto:ddc-dgat@jk.gov.in)

  
(Anudeep Kaur Sudan)  
Deputy Director Central  
Accounts and Treasuries  
Finance Department

**No: -DGAT/CAE/148**

**Date: 18.11.2022**

Copy to :-

- 1) Director Accounts and Treasuries Jammu/ Kashmir for information.

### Annexure 'A'

1	Individual's Computer Code (CPIS)	
2	Name of the officer	
3	Designation	
4	Date of Birth	
5	Grade	
6	Date of continuous appointment in the present Grade	
7	Present post	
8	Date of appointment to the present post	
9	Period of absence from duty on leave, training etc during the year	
10	Date of filing of annual property return indicating the department from where the return was filed	
11	Qualification a) Academy b) Professional	

### Annexure B

Year 2021-22	Name of the officer	Designation during the period	Present designation
Initiating Authority			
Reviewing Authority			
Accepting Authority			