



Government of Jammu and Kashmir
General Administration Department
Services (Civil Secretariat)
Jammu/Srinagar

NOTIFICATION

Filing of online APRs on SPARROW portal for the Assessment Year **2025-26** (1st April, 2025 to 31st March, 2026) is due and accordingly all the members of the Jammu and Kashmir Administrative Service are requested to furnish following details within a **week's time positively** so that APRs are generated and sent to their accounts:

(A)

1.	JKAS Batch	
2.	CPIS No.	
3.	Name of the Officer :	
4.	Designation during Assessment Period (2025-26)	
5.	Date of birth :	
6.	Grade :	
7.	Date of continuous appointment in the present grade :	
8.	Present post :	
9.	Date of appointment to present post :	
10.	Period of absence from duty on leave, training, etc. during the year:	
11.	Date of filling the Annual Property Returns, indicating the Department from where the return was filed :	
12.	Qualification : (a) Academic : (b) Professional :	

(B)

Year 2025-26	Name of the officer	Designation during the period	Present Designation
Initiating Authority			
Reviewing Authority			
Accepting Authority			

- Details of Initiating/Reviewing/Accepting Authority be furnished as per rules notified vide Government Order No.1311- GAD of 2001 dated 09.11.2001 read with Government Order No.376-GAD of 2008 dated 26.03.20008, 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.

- The above details be furnished as softcopy in Microsoft WORD format only with "officers name and batch" as name of the WORD file on **email id: basitlone.1985@jk.gov.in** or through **Whatsapp on 9419241147 (Mr. Ab. Basit, PAR/EMD Manager & Support Admin, KAS/JAK SPARROW)**.
- Details provided in any other format (jpeg, pdf, png etc.) shall not be accepted.
- Details be provided with abundant caution as modification of data later on may not be possible after the information is logged into the application.

Sd/-
(M.Raju) IAS

Commissioner/Secretary to the Government

No: GAD-SERVOKAS/43/2021

Dated:25.03.2026

Copy to:

1. All members of the Jammu and Kashmir Administrative Service.
2. Private Secretary to Hon'ble Chief Minister.
3. Private Secretary to the Chief Secretary.
4. Private Secretary to the Commissioner/Secretary to the Government, General Administration Department.
5. Notification file.



(Nipun Tickoo)

Under Secretary to the Government

