

**Government of Jammu and Kashmir**  
**Forest, Ecology and Environment Department**  
**Civil Secretariat, (J&K), Srinagar**

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**NOTIFICATION**

Filing of online APRs on SPARROW portal for the Financial Year **2023-24** (1<sup>st</sup> April, 2023 to 31<sup>st</sup> March, 2024) is due and accordingly all the Gazetted Officers of Forest, Ecology and Environment Department are requested to furnish the following details before **30-03-2024** positively, so that Blank APRs are generated and sent into their accounts:

**(A)**

|    |   |  |
|----|---|--|
| 1  | CPIS No.  |  |
| 2. | Name of the Officer   |  |
| 3. | Designation during the Assessment Period (2023-24)  |  |
| 4. | Date of Birth   |  |
| 5. | Grade   |  |
| 6. | Date of continuous appointment in the present grade   |  |
| 7. | Present Post  |  |
| 8. | Date of appointment to present post   |  |
| 9. | Period of absence from duty on leave, training, etc. during the year                                    |  |
| 10 | Date of filling the Annual Property Returns, indicating the Department from where the return was filed: |  |
| 11 | Qualification<br>a) Academic:<br>b) Professional:   |  |

**(B)**

| <b>Year 2023-24</b>  | <b>Name of the Officer</b> | <b>Designation during the period</b> | <b>Present designation</b> |
|----------------------|----------------------------|--------------------------------------|----------------------------|
| Initiating Authority |                            |                                      |                            |
| Reviewing Authority  |                            |                                      |                            |
| Accepting Authority  |                            |                                      |                            |

- Details of Initiating/Reviewing/Accepting Authorities of the Gazetted Officers, shall be in accordance with the rules notified vide Government Order No. 1311-GAD of 2001 dated 09-11-2001 read with Government Order No. 375-GAD of 2008 dated 26-03-2008, 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 details must be furnished as softcopy in Microsoft WORD Format only with “officers name” as name of the WORD file on email id. *sparrowforestjk@gmail.com*, or through whatsapp no.’s **7006299019 (Mr. Tasleem Arif) & 7006084394 (Mr. Iqbal Mushtaq)**.
- Details provided in any other format (jpeg, pdf, png etc) shall not be accepted.
- Details shall be provided with abundant caution as modification of data later on may not be possible once the information is logged into the application.

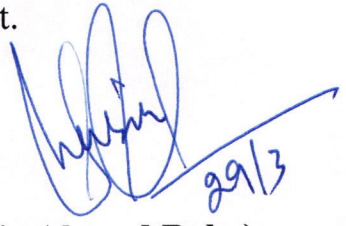
Sd/-  
**(Dheeraj Gupta), IAS**  
Financial Commissioner (Additional Chief Secretary)  
Forest, Ecology and Environment Department

No. FST-Adm/5/2022

Dated: 29-03-2024

Copy to the:-

1. All HODs of Forest, Ecology and Environment Department.
2. All Gazetted Officers of all HoDS of Forest, Ecology and Environment Department, for information and necessary action.
3. Private Secretary to the Financial Commissioner (Additional Chief Secretary), Forest, Ecology and Environment Department.
4. Notification File

  
**(Shabir Ahmad Baba)**  
Under Secretary to the Government