



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

Subject: Pendency in processing of Annual Performance Reports (APRs) for the members of Jammu and Kashmir Administrative Service-instructions thereof.

Circular No: 07–JK(GAD) of 2026
Dated:25-03-2026

Attention of all the 'Officers Reported Upon/Initiating /Reviewing /Accepting Authorities' is invited towards the issue of processing of Annual Performance Report(s) (APRs) in respect of the members of Jammu and Kashmir Administrative Service on 'J&K SPARROW Platform' for the assessment years 2023-24 & 2024-25. The timelines fixed vide Government order No.1311-GAD of 2001 dated 09.11.2001 for various authorities are as under:-

S.No.	Authority	Timeline
1.	Officer reported upon	By or before 31st of April every year
2.	Initiating Authority	30 th June
3.	Reviewing Authority	15 th July
4.	Accepting Authority	31 st July

However, despite the lapse of considerable time beyond fixed timelines for processing of APRs, an appreciable number of APRs are still pending with Officers Reported Upon and Initiating/Reviewing/Accepting Authorities. The Competent Authority has taken strong notice of this delay and insists on prompt action to resolve the issue.

Accordingly, a last and final opportunity is hereby granted to all officers concerned to complete the pending APRs for the **Assessment Year 2023–24** till 31st March, 2026, after which the APRs for ibid assessment year shall be closed.

Besides, in respect of the APRs for the **Assessment Year 2024–25**, following timelines are hereby fixed for clearing the pendency, failing which the APRs shall be force forwarded and closed thereafter:

STAGE	TIMELINE
Officer Reported Upon	7 th April, 2026
Reporting Authority	14 th April, 2026
Reviewing Authority	21 st April, 2026
Accepting Authority	28 th April, 2026

Sd/-
(M.Raju) IAS

Commissioner/Secretary to the Government

No. GAD-SERVOKAS/43/2021

Dated: 25.03.2026

Copy to:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Additional Chief Secretary to the Hon'ble Chief Minister.
3. Director General of Police, J&K.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. Chief Electoral Officer, J&K.
7. Joint Secretary (Jammu, Kashmir and Ladakh), Ministry of Home Affairs, Government of India.
8. All Commissioner/Secretaries to the Government.
9. Divisional Commissioner, Jammu/Kashmir.
10. Principal Resident Commissioner, J&K Government, New Delhi.
11. Chairperson, J&K Special Tribunal.
12. Director General, J&K Institute of Management, Public Administration and Rural Development.
13. Secretary, J&K Public Service Commission.
14. All Heads of the Department/Managing Directors.
15. All Deputy Commissioners.
16. Director Estates, Jammu/Kashmir.
17. Director, Archives, Archaeology and Museums, J&K.
18. Director Information, J&K with the request to publish this circular in two leading Dailies, each from Srinagar and Jammu.
19. Secretary, J&K Services Selection Board.
20. Private Secretary to Hon'ble Chief Minister.
21. General Manager, Government Press, Jammu/Srinagar.
22. Private Secretary to Hon'ble Deputy Chief Minister.
23. Private Secretaries to all Hon'ble Ministers.
24. Private Secretary to Advisor to Hon'ble Chief Minister.

25. Private Secretary to the Chief Secretary.
26. Private Secretary to Commissioner/Secretary to the Government,
General Administration Department.
27. Incharge Website, GAD.
28. Circular file.



(Nipun Tickoo)

Under Secretary to the Government