

**GOVERNMENT OF JAMMU & KASHMIR  
FOREST, ECOLOGY & ENVIRONMENT DEPARTMENT  
CIVIL SECRETARIAT, JAMMU**

**Sub.: Filling of Annual Immovable Property Returns (AIPR) and Annual Performance Appraisal Report (APAR) in SPARROW portal by Forest Service (IFS) – Officers reg.**

**Ref.: No. 28011/01/2015-IFS-I dated 10<sup>th</sup> June, 2020 from Government of India, Ministry of Environment, Forest and Climate Change.**

**GOVT. ORDER No. 43 -JK(FST) OF 2021  
DATED 07 -04-2021**

Whereas, Indian Forest Service Officers are required to submit their Annual Immovable Property Return (AIPR) for every calendar year on the SPARROW Portal by 31<sup>st</sup> January. This is required in terms of Rule 16 of All India Services (Conduct) Rules; and

Whereas, similarly, the Annual Performance Appraisal Report (APAR) of each IFS Officer is to be filled up by the concerned officers with the prescribed time limits on the SPARROW Portal under the AIS (Performance Appraisal) Rules 2007 (as amended to date); and

Whereas, it is provided that the SPARROW Portal does not allow entries beyond the prescribed time limit. Off-line AIPR and APAR, unless it is specifically exempted, shall not be taken into account and shall be treated as non-est; and

Whereas, non-availability of AIPR and APARs of the required number of years is one of the main reasons for delay in promotion, Central deputation and Cadre clearance of IFS Officers, and the same results in poor management of the IFS Cadre; and

In order to arrest this trend, and to ensure timely submission/uploading of AIPR and APAR on SPARROW Portal, a mechanism requires to be evolved for the special drive, so as to fast track the system.

Now therefore, it is hereby ordered that:

1. Principal Chief Conservator of Forest (HoFF) shall be the UT level Nodal Officer for the purpose.
2. Additional Secretary to Government, Forest, Ecology and Environment Department shall be Liaison Officer to liaise and coordinate between Administrative Department and PCCF Office for timely monitoring of the process. He shall be assisted by the I/c Website, Sh. Arun Sharma, EDP Supervisor.

**By Order of the Government of Jammu and Kashmir.**

Sd/-  
**(Sanjeev Verma) IAS**  
Commissioner/ Secretary to Government,  
Forest, Ecology & Environment Department.

Dated: 07 /04/2021

No: FST/Ser/74/2016-Part-II

Copy to the:

1. Principal Chief Conservator of Forests (HoFF), J&K.
2. All Heads of the Department, Forest, Ecology & Environment Department.
3. All IFS Officers.
4. Additional Secretary to Government, Forest, Ecology and Environment Department.
5. PS to Commissioner/Secy to Government, Forest, Ecology & Environment Department.

7/4/21

(Vivek Thakur) KAS  
Deputy Secretary to Government