



F.No.RC(R)01/2022

Dated 27th January, 2022

OFFICE ORDER

In pursuance of Council's letter F.No.6(5)/2021-ICT(CFN 164612) dated 18.01.2022 the following arrangements have been made for implementation of Smart Performance Appraisal Report Recording Online Window (SPARROW) w.e.f. April, 2022 in respect of **Administrative, Technical & Supporting** cadres of the Institute with immediate effect:

1. Sh. Noni Gopal Debnath, Technical Officer is hereby entrusted the duties of updating the official email IDs of all the staffs of the Institutes.
2. In-charge, Legal Cell is hereby nominated as Nodal Officer-SPARROW for smooth implementation of SPARROW in the Institute.
3. The APAR dossiers of Technical Staffs shall be transferred to Legal Cell for further maintenance & Legal Cell is hereby renamed as "**Legal & APAR Section**".

This issues with approval of the Director.

(S. Agnihotri)
Chief Administrative Officer

Distribution:

1. All Heads of Divisions/Regional Centres/Sections/KVKs with a request to bring this to the notice of all Administrative, Technical & Supporting for making their official email ID operational by 31.01.2022.
2. Senior Finance & Accounts Officer/Estate Officer/Senior Farm Manager.
3. Sh. Noni Gopal Debnath, T.O. / In-charge, Legal Cell / AAO(RPP) for necessary action.
4. All Asstt. Administrative Officers.
5. Notice Board/Institute Website.