

भाकृअनुप-उत्तर पूर्वी पर्वतीय क्षेत्र अनुसंधान परिसर ICAR-Research Complex for North Eastern Hill Region

भारतीय कृषि अनुसंधान परिषदाNDIAN COUNCIL OF AGRICULTURAL RESEARCH उमरोई रोड,उमियम, मेघालय-793103UMROI ROAD, UMIAM, MEGHALAYA -793103

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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.