



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़ - 671124, केरल, भारत
ICAR-Central Plantation Crops Research Institute
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Endt. F. No. 48(1)/CR/2021-Confli.

Dated: 03.02.2022

OFFICE ORDER

The Council has decided to implement Smart Performance Appraisal Report Recording Online Window (SPARROW) in respect of the Administrative, Technical & Supporting Cadres of ICAR with effect from 1st April, 2022. For smooth implementation of SPARROW, by-name official email ID (at domain: icar.gov.in or icar.org.in), is required. Hence, all the officials of CPCRI are hereby directed to ensure the existence of their official email ID by 07.02.2022. If the email ID is already created but is in deactivate/ inactive condition, the same may be re-activated immediately. In case of official email ID not created so far, the same should be created by sending a bulk request to support.it@icar.gov.in in the prescribed format. The Nodal Officer (erp/e-office) shall facilitate for the re-activation of the icar email IDs.

This is issued with the approval of the Director

Digitally Signed by C M
Jenny
Date: 05-02-2022 14:23:12
Reason: Approval (C M)
Administrative Officer

Copy to:

1. PC I/c (Palms), ICAR-CPCRI, Kasaragod.
2. All Acting Heads of Division, CPCRI, Kasaragod.
3. Acting Head, CPCRI (RS) Kayamkulam/Vittal.
4. SIC, CPCRI (RC) Kidu/Kahikuchi/Mohitnagar
5. Head, KVK Kasaragod/Kayamkulam.
6. The SIC, PME, CPCRI, Kasaragod.
7. The Finance & Accounts Officer, CPCRI, Kasaragod
8. The Asst. Admn. Officer (Estt/Estate/Bills/A&A) & I/C (Stores), CPCRI, Kasaragod.
9. Library/RTI & APAR Cell, CPCRI, Kaaragod
10. PS to Director
11. Administrator (e-office) for giving necessary support.