



Government of Jammu and Kashmir
PHE, I&FC Department
Civil Secretariat, Jammu


Circular No. 01 -PHE, I&FC of 2019
Dated: - 14 .04.2019

All the officers/ officials of the State Government are well aware of the fact that they are required to furnish their Annual Performance Reports (APRs) in the prescribed format for being written by the concerned initiating/ Reviewing / Accepting Authorities. In this regard the General Administration Department vide Government Order No. 1311-GAD of 2001 dated 09.11.2001 has issued instructions regarding the procedure for writing up, custody and maintenance of Annual Performance Reports of Gazetted Officers. The relevant portion provides as under:-

“Every initiating officer shall ensure that a set containing two formats of APRs set out in Annexure-IV to these instructions is sent to the officer(s) to be reported upon by or before 31st of March every year for causing the officer (to be reported upon) to record his self Assessment’ by or before 30th April on the APRs for the preceding financial year”.

It is impressed upon all the officers working under the Administrative Control of PHE, I&FC Department, J&K to comply the above instructions and submit the Annual Performance Reports (APRs) of all the State Cadre Employees to the Administrative Department, Human Resource Management (HRM) Branch of PHE,I&FC Department, Civil Secretariat Jammu/Srinagar, complete in all aspects and duly initiated, reviewed & accepted by the prescribed authorities by or before the 31st of May, 2019.

The Chief Engineers shall send a consolidated statement as on 30.04.2019 onwards as per the format enclosed as Annexure-A to this Circular.


(Majid K.A. Drabu) KAS
Special Secretary to the Government
PHE/I&FC Department

Copy to the:-

1. Chief Executive Officer, J&K Economic Reconstruction Agency, J&K.
2. Director information, J&K. He is requested to get this Circular published in all leading newspapers of both the provinces for purpose of information to all concerned.
3. Chief Engineer, PHE Department, Jammu/Kashmir.
4. Chief Engineer, I&FC Department, Jammu/Kashmir.
5. Chief Engineer, RTIC Department, Jammu.
6. Chief Engineer, UEED/DIQC, J&K.
7. OSD to Advisor (S) to Hon'ble Governor.
8. Superintending Engineer, Hydraulic Circle Kargil.
9. Executive Director, Communication and Capacity Development Unit (CCDU), J&K.
10. Private Secretary to Commissioner/Secretary to the Government, PHE/I&FC Department for information.
11. I/c Website with the advice to upload the same on the official website of the PHE/I&FC Department for information.
12. Stock File.

Annexure-A

Name of the Officer/Authority	Target of APRs Total number of APRs to be			APRs completed		
	Initiated	Reviewed	Accepted	Initiated	Reviewed	Accepted
Executive Engineer						
Superintending Engineer						
Chief Engineer						

NOTE: - Above information to be submitted Circle/ Division wise.