

THE  
JAMMU AND KASHMIR GOVERNMENT GAZETTE

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Vol 114      Jammu, Fri., the 9th Nov., 2001/18th Kart., 1923.      [No. 32-4]

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Separate paging is given to this part in order that it may be filled as a separate compilation

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PART I-B

Jammu and Kashmir Government-Notifications

**GOVERNMENT JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT.**

*Subject : Annual performance reports-procedure for writing up, custody and maintenance*

*Reference : Cabinet Decision No. 156/13 dated 23-10-2001.*

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Government Order No. 1311-GAD of 2001

Dated: 09-11-2001.

In supersession of Government Order No. 2504-GAD (ARI) of 1980 dated 18-12-1980 and all previous orders/ instructions on the subject issued from time to time, it is hereby ordered that the procedure for writing up, custody and maintenance of the Annual Performance Reports of all the Gazetted Officers shall be as per the Annexures (I-IV) to this order.

By order of the Government of Jammu and Kashmir.

(Sd.) GAZZANFAR HUSSAIN, .

Addl. Secretary to Government,  
General Administration Department.

**Annexure-I to Government Order NO. 1311-GAD of 2001  
Dated 09-11-2001.**

**INSTRUCTIONS**

**I. MAINTENANCE AND CUSTODY OF ANNUAL PERFORMANCE REPORTS.**

1. An Annual Performance Report (APR) of the work and conduct of every officer of the State Government shall be maintained as under.
2. The APR shall in each case be maintained by the Accepting Authority. Where Accepting Authority is the Minister, it shall be maintained by the concerned Adm. Department.
3. Secretaries to Government shall obtain Statements from the Heads of the Departments on the proforma (Annexure-III) showing names of officers in respect of whom the Reports have been initiated! reviewed/accepted and this should be monitored from time to time so as to ensure that the APRs in respect of all officers in a Department are written, reviewed and accepted.

**II. FORM OF ANNUAL PERFORMANCE REPORTS.**

The APRs shall be written in the form annexed to these instructions as Annexure-Iv. The APRs of AIS Officers shall continue to be recorded in separate proforma prescribed by Government of India.

**III. WRITING UP.**

1. The APR shall in respect of officers indicated in column 1 of the Annexure-II to these instructions, be written by the Authority mentioned as "Initiating Officer" in column 2 who will submit to the Accepting Authority defined in column 4 through the "Reviewing Authority" prescribed in 'column 3 where the Reviewing/ Accepting Authority is the Minister Incharge, the APRs should be submitted to him through the concerned Minister of State/Deputy Minister.

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.

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In case the officer to be reported upon fails to record his self assessment within the reasonable time, the initiating officer shall initiate the APR after recording that the officer concerned failed to record his self assessment."

2. Where the Initiating Officer is the Head of a Technical Department, or the Divisional Level Officer of the Technical Department, the second Initiating Officer shall not comment on technical competence or performance of the officer reported upon but shall comment generally on the performance in relation to implementation of the developmental schemes, achievement of targets, co-operation with other Development Departments, integrity, dealings with public etc. He shall record his remarks on the report sent to him by the First Initiating Officer and after recording his remarks send the report to the Reviewing Authority.
3. When the Initiating /Reviewing /Accepting Authority is related to the officer reported upon, such authority should, while recording his remarks, clearly mention the nature of his relationship.
4. APRs of officers should be written by such Initiating Officers under whom the Officer reported upon has worked for the maximum period of the year under relationship.
5. Where the APRs of Administrative Officers, Private Secretaries, Statistical Officers etc. are initiated by the senior officers like the Financial Commissioner/Commissioner-cum-Secretaries to Government, the APRs of such officers would be reviewed also by the same authority.
6. APRs of the officers working in the District shall be initiated by the concerned District Officers and reviewed by the Deputy Commissioners as the case may be. The APRs of District Level Officers excepting the Police will be initiated by the District Development Commissioners. The District Development Commissioners of the Districts where there are special projects as in Leh/Kargil and Doda/Udhampur shall consult the Project Officers in respect of the performance of the District Officers who are intimately connected with the implementation of the special programmes. The APRs should be sent to the concerned Heads of the respective Departments for review and acceptance of the respective Departments for review and acceptance under intimation to the concerned Administrative Secretary.

**IV. PERIODICITY AND FREQUENCY.**

1. The annual report shall be written in respect of every officer under the Government for each financial year. The initiating officer shall record his comments about, Self Assessment of the officer, being reported upon and fill in the appraisal column on his performance for the year under report to the Reviewing Authority on or before the end of June of the following year.
2. The Reviewing Authority shall review and submit the report for the year to the Accepting Authority by 15th of July of the following year and the report shall be completed as far as possible by the end of July.
3. An officer (Initiating/Reviewing) who fails to record the report on the officer within the prescribed time will himself come under adverse comment by the next superior at the time writing of his/her APR.

**V. CONTENTS.**

1. Specific mention of incidents which have been subject of departmental proceedings and for which punishment has been awarded, should be made in the Performance Reports.
2. Whenever an officer attends any approved course of study or training, the fact of his having done so and results achieved, should be recorded in his report.
3. When the integrity of an officer is doubted the Initiating Officer should be in possession of definite material. The procedure for filling up the column relating to integrity of an officer should be as under:
  - (a) At the time of recording the APR instances, if any, which have created suspicion about integrity of a subordinate should be kept in view. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs.
  - (b) The column pertaining to integrity in the APR should be left blank and a separate secret note about the doubts and suspicions, regarding the officer's integrity should be recorded simultaneously and followed-up.

- (c) A copy of the secret note should be sent together with the APR to the next superior Officer who should ensure that the follow up action is taken with due expedition.
- (d) If, as a result of follow-up-action, an officer is exonerated, his integrity should be certified and an entry made in the APR. If suspicions regarding his integrity are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
- (e) There are occasions when an initiating Officer cannot in fairness to himself and to the officer reported upon either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when an officer is serving in a remote station and the Initiating Officer has not had occasion to watch his work closely or when an officer has worked under the Initiating Officer only for a brief period or has been on long leave, etc. In all such cases, the initiating officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remarks or that he has heard nothing against the officer's integrity as the case may be. This should be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.
- (t) There may be cases in which after a secret note has been recorded expressing suspicion about an officer's integrity the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the officer's conduct should be watched for a further period and, in the meantime he should, as far as practicable be kept away from the positions in which there are opportunities for indulging in corrupt practices.

#### **VI. OBJECTIVITY IN APRs.**

1. The Reviewing Authority shall exercise positive and independent judgment on the remarks of the Initiating Officer and express clearly his agreement or disagreement with those remarks. In particular he shall ensure that any vague, ambiguous or contradictory remarks given by the Initiating Officer, are specifically clarified in his own remarks. He shall bring to the notice of the Initiating Officer such deficiencies.

2. When an officer earned good reports consistently for a series of years and has been suddenly reported on adversely or vice-versa, the reviewing or the accepting authority, as the case may be, should particularly ensure the objectivity of such remarks.

#### **VII. COMMUNICATION OF ADVERSE REMARKS.**

1. Where an APR contains an adverse remark or a critical remark, it shall be communicated in writing to the officer concerned together with a substance of the entire performance report by the accepting authority within six weeks of the acceptance of the report, without disclosing the identity of the superior officer who made such . remarks.

*Note.-Where* the Minister-in-charge is the Accepting Authority the adverse remarks will be communicated by the concerned Administrative Department.

Where the report. on an officer indicates, that he had made efforts to remedy or overcome defects mentioned in the preceding report, that fact should be communicated to him in a suitable form.

#### **VIII. REPRESENTATION AGAINST ADVERSE ENTRIES.**

1. The officer to whom an adverse entry is communicated, may represent to the Accepting Authority against it within six weeks of its communication to him. In case the officer to whom adverse remarks have been communicated fails to represent within the said period no action may be taken on his belated representation, if submitted by him subsequently. The period of six weeks may be extended suitably if the competent authority is satisfied that the officer concerned has sufficient cause for not submitting his representation within the prescribed period.
2. The Accepting Authority/Administrative Department on receipt of representation against the adverse remarks from an officer shall immediately obtain the remarks of the Initiating/Reviewing Authority (Author of the adverse remarks).
3. All representations against adverse entries shall, as far as possible, be decided within three months from the date of submission of the representations.
4. The Accepting Authority, if satisfied by the explanation given, may order that the adverse remarks be amended or expunged.

**IX. PERFORMANCE REPORTS OF RETIRED AND DECEASED OFFICERS AND THEIR DISPOSAL.**

1. APRs of all officers should ordinarily be preserved for a period of five years after the date on which they cease to be in Government service as a result of retirement, dismissal, removal, termination of services, death etc. They may, however, be preserved for a longer period for reasons to be specified in each case under orders of the Government in the concerned Department.
2. APR or copies thereof should not be given to a retired officer or any body who has otherwise relinquished Government Service. However, on request from such a person, there should be no objection to the issue of an objective testimonial based on his work and conduct.
3. APRs of deceased officers need not be preserved.

**X. FORWARDING OF APRs OF GOVERNMENT SERVANTS TO PRIVATE/SEMI-GOVERNMENT/AUTONOMOUS BODIES ETC.**

Copies of APRs of Government employees or even the substance of such reports; should not be sent to private bodies or Semi Government bodies in connection with appointment to posts advertised by them or for other purposes.

**XI. OTHER INSTRUCTIONS.**

1. APRs should be signed in full by the Initiating Officer indicating the date on which written, his name and designation in block letters below his signature. The Reviewing and the Accepting Authorities shall also follow the same procedure. The Reviewing Authority shall see whether the APR is complete in all respects and whether the date on which the APR has been written has been indicated by the Initiating Officer. He may return the APRs to the concerned Initiating Officer if there are any in completions in the same.
2. In the case of officers promoted from Non-Gazetted to Gazetted posts or services, administrative departments should arrange to collect confidential reports of the concerned officers relating to 5 years of Non-Gazetted Service preceding to promotion to the Gazetted post in original and incorporate them in the confidential records of the officer.
3. Performance reports should not be written on officers appointed honorarily or on part time basis.

- 4.. A Minister after having demitted office should not record his remarks in the APRs. In such cases the next available authority will record a certificate on the APRs that remarks could not be written as the competent authority has retired/demitted office. In the event of adverse entries having been made in such APRs these have to De communicated to the officer concerned,. However, in the case of retired officer, he may initiate or review or accept within a period of two months from the date of retirement.
5. Where the Annual Performance Reports are recorded on the sheets all the sheets should be signed by the concerned Initiating Officer.
6. Representation against adverse remarks should not be sent to the officers for comments, who have retired, and such representations should be processed on merits.
7. APRs not initiated or reviewed or accepted.

If the concerned Initiating/Reviewing/ Accepting Authorities are in service, the Administrative Department concerned shall have the APRs completed.

When any of the above officer has retired/demitted office/died, certificate to that effect should be recorded on the APRs by the Administrative Secretary ;

If inspite of the above two situations, the APRs have not been initiated/reviewed/accepted or having been written, have been irretrievably lost for reasons beyond the control of the Administrative Department and the department finds it impracticable to furnish the APRs, the Administrative Secretary will state so and furnish cogent reasons to this effect. In such a situation the Administrative Secretary shall furnish a certificate regarding work and conduct of the officer for the particular year rating him as "Outstanding", "Very Good", "Good", "Satisfactory" and "below the job requirement" as the case may be.

8. Officers sent on deputation to other Departments/Corporations/ Autonomous or Semi-autonomous Organizations.
  - (a) APRs of KAS Officers on deputation with Corporation shall be "Initiated" by the Managing Director, "Reviewed" by the Secretary incharge/Chief Secretary and "Accepted" by the Minister incharge.
  - (b) APRs of the Managing Director, shall be "Initiated" by the Secretary Incharge, "Reviewed" by the Minister Incharge and "Accepted" by the Chief Minister.



9. **officers sent on deputation or sponsored outside the State or Country by the Government.**

In such cases the certificate of work and conduct of the Officer should be obtained year-wise by the Administrative Department from the Organization concerned and the rating should be done by the Administrative Department. The requirement of furnishing of formal APRs in such cases should be waived off.

10. **Officers who proceed on authorised leave and serve in private or Government Organisation abroad.**

In such cases the APRs cannot be processed by the Administrative Department nor can they give a work and conduct certificate of the Officers. In these cases also the requirement of the furnishing of formal APRs should be waived off. APRs of required number of years before the officer concerned proceeded on leave should be considered.

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ANNEXURE-II TO GOVERNMENT ORDER NO. 1311-GAD OF 2001 DATED 09-11-2001.

Category of officers	Initiating officer	Reviewing authority	Accepting authority
1	2	3	4
1. Secretaries to Govt.	Chief Secretary.	Minister Incharge	Chief Minister
2. Special/Additional Secretary to Govt. and Other officers in Civil Secretariat of equivalent rank.	Secretary-in-charge	Chief Secretary	Chief Minister
3. Deputy Secretaries	Addl. Secretary/ Special Secretary	Secretary Incharge	Minister Incharge
His/Her APR shall, however, be initiated by the Secretary Incharge by the Secretary Incharge if there is no Addl. Secretary/Special Secretary in the department or where the Deputy Secretary submits cases to Secretary directly.			
4. Under Secy. And of equal rank.	Addl. Secy./Spl. Secy. (where there is no AS/SS, the APR may Be written by the Secy. Incharge).	Secy. Incharge	Chief Secretary
5. Personal staff of the Admn. Secretary	Secretary Incharge	Secretary Incharge	Secretary Incharge

6. Personal staff of the Minister	Minister as the case may be	Minister concerned	Minister concerned
7. Heads of Departments (other than Engineering/ I/C of plan Schemes).	Secretary Incharge	1. Chief Secretary 2. Minister-in-charge	Chief Minister

Note: If either of these officers belong to the same service and are in the same category such as senior scale, selection grade, super time-scale, the APR will be written by the Secretary where, however, the position is otherwise or the Head of Department is a very Senior Officer in another service, the Chief Secretary will write the report. The Secretary incharge will tender such advice to the Chief Secretary as he may think appropriate for consideration of the Chief Secretary.

8. Divisional Commissioners.	Financial Commissioner	1. Chief Secretary in consultation with Home/Revenue Minister.	Chief Minister
9. Dy. Commissioner/ District Development Commissioners	Divisional Commissioner	1. Chief Secretary in consultation with financial Commissioner and Planning Commissioner.	Chief Minister
10. Divisional Level Officers of all Departments	Head of Department concerned	Secretary-Incharge	Minister Incharge
11. District Heads	Deputy Commissioner	Head of Deptt. concerned.	Secretary Incharge

1	2	3	4
12. Gazetted Officers below District Heads.	District Head	Deputy Commissioner	Head of Department
13. Addl. Deputy Commissioner	Deputy Commissioner	Divisional Commissioner	Financial Commissioner
(i) ETOs	Officer under whom working	Head of the concerned Department	Secretary I/c
(ii) Tehsildars	AC (Rev/SDM where the Tehsildar is under a SDM. The APR may be recorded by him. In other cases, the initiating Officer will be AC (Revenue).	Dy. Commissioner	Financial Commissioner
14. I. EDUCATION DEPARTMENT .			
1. Joint Director, Adult Education	Director of Education	Secretary, Education concerned	Minister Incharge
2. Asstt. Director Adult Education	Joint Director Adult Education	Director Education concerned	Secretary Education concerned
3. Dy. Director, Non-formal Education	Joint Director, Adult Education	Director Education concerned	Secretary Education concerned

4. Dy. Director Vocational Education	Officer under whom working.	Director concerned	Secretary Incharge
5. Asstt. Director Vocational Education	Dy. Director, Vocational Education	Director concerned	Secretary Education concerned
6. Officer Incharge Education Tech. Cell	Officer under whom working	Director Education concerned	Secretary Incharge
7. Principals of Colleges	Director Education concerned	Secretary Education concerned	Minister Incharge
8. Principals of Training Colleges	Director Trainings	Secretary Education concerned	Minister Incharge
9. Field Advisors/ Coordinators of Education	Principal S. I. E	Director Trainings	Secretary Education concerned
10. Research Officers State Institute of Education	Principal S .I . E	Director Trainings	Secretary Education concerned
11. Head of Department/ Lecturers/Professors for Colleges	Principal of the Institution	Director Education concerned	Secretary Incharge
12. Physical Instructor (Colleges).	Principal of the Institution	Director Education concerned	Secretary Incharge

1	2	3	4
II. DIRECTOR YOUTH SERVICES AND SPORTS.			
1. Director Youth Services and Sports.	Secretary Incharge	Chief Secretary	Minister Incharge
2. Principals of Physical Education	Director Youth Services and Sports	Secretary Education concerned	Minister Incharge
3. Lecturers/Prof. for college of Physical Education	Principals of the Institutions	Director Youth Services and Sports.	Secretary Incharge
4. Divisional Youth Welfare officers/Asstt. Director Physical Education	Director Youth Services and Sports	Secretary Education concerned	Minister incharge
5. Director Youth Welfare Officer	Divisional Youth welfare Officer	Director, Youth Services & Sports.	Secretary Incharge
6. Coaches	Divisional Youth Welfare officers	Director Youth Services & Sports.	Secretary Incharge
7. Asstt. Director N.D.S.	Officer under whom working	Director concerned	Secretary Incharge

8. Specialists/Instructors in Games and Sports	Principals Colleges of Physical Education	Director Youth Services and Sports	Secretary Incharge
III. SCHOOL EDUCATION.			
1. Director School Education Boys/Girls	Education Secretary	Chief Secretary	Minister Incharge
2. Dy. Director School Education (Boys/Girls) Except Dy. Director Admn.	Officer under whom working	Director Education	Secretary Incharge
3. Dy. Director School (Adm) Education Boys/Girls	Officer under whom working	Director Education	Secretary Incharge
4. Asstt. Director School Education Boys/Girls	Officer under whom working	Director Education	Minister Incharge
5. Asstt. Director Non-formal Education (Boys/Girls)	Officer under whom working DSE (Boys/Girls)	Director Education concerned	Secretary Incharge
6. District Education Officer Boys/Girls	Dy. Commissioner concerned	Director School Education concerned	Secretary Incharge
7. Dy. District Education Officer Boys/Girls	Officer under whom working	Director concerned	Secretary Incharge



1	2	3	4
8. Tehsil Education Officer (Boys/Girls)	District Education Officer Boys/Girls	Director Education concerned (Boys/Girls)	Secretary Incharge
9. Additional Tehsil Education Officer (Boys/Girls)	District Education Officer Boys/Girls	Dy. Director School Education/D.S.E (Boys/Girls).	Director Education concerned
10. Principal of Higher Secondary Schools	Dy. Director School Education (Boys/Girls).	Director School Education (Boys/Girls)/ Secy. Education concerned.	Minister Incharge
11. Principals of District Institutes of Education	Director Education	Secretary Education concerned	Minister Incharge
12. Headmasters/Headmistresses	District Education Officer (Boys/Girls).	Dy. Director Education (Boys/Girls) D.S.E	Director Education concerned
13. Senior Masters (Boys/Girls).	Principals of the Institutes	Dy. Director Education (Boys/Girls) D.S.E	Director Education concerned
14. Senior Masters in District Training Institute.	Principal of the Institutes	Director Trainings	Secretary Education concerned

15. Science Supervisors.	District Education Officer	Director Trainings	Secretary Education concerned
16. Project Officers Non-formal Education	Dy. Director Non-formal Education	Joint Director Adult Education	Director Education concerned
17. District Planning Assistant	District Education Officer (Boys).	Dy. Director Schools Education	Director Education concerned

#### IV. LIBRARIES DEPARTMENTS.

1. Director Libraries Research and Museum	Education Secretary concerned	Chief Secretary	Minister Incharge
2. Dy. Director Libraries Research and Museum	Director Libraries	Secretary Education concerned	Minister Incharge
3. Asstt. Director (Libraries)	Dy. Director (Libraries)	Director (Libraries).	Secretary Incharge
4. Registering Officer	Officer under whom working.	Director Libraries	Secretary Incharge
5. Assistant Director Archives	Officer under whom working	Director Archives	Secretary Incharge
6. Chief Librarian	Dy. Director	Director Libraries	Secretary Incharge

1	2	3	4
7. Curator	Dy. Director	Director Libraries	Secretary Incharge
V. TECHNICAL EDUCATION.			
1. Director Technical Education	Education Secretary concerned	Chief Secretary	Minister Incharge
2. Dy. Director Technical Education	Director Technical Education	Secretary Incharge	Minister Incharge
3. Asstt. Director (Trainings)	Dy. Director Technical Education	Director Technical Education	Secretary Incharge
4. Asstt. App. Advisor	Dy. Director Technical Education	Director Technical Education	Secretary Incharge
5. Principal, ITI/ Superintendent ITI	Dy. Director Technical Education	Director Technical Education	Secretary Incharge
VI. POLYTECHNICS			
1. Principal	Director Technical Education	Secretary Incharge	Minister Incharge
2. Head of the Deptt./ Workshop Superintendent	Principal concerned	Director Technical Education	Secretary Incharge

3. Lectures, I, II, & Foreman	Head of the Deptt. concerned	Principal	Director Technical Education
4. Lecturers	Principal	Director	Secretary Incharge.

VII ACHAEOLOGY, ARCHIVES AND MUSEUMS.

1. Director	Secretary Higher Education	Chief Secretary	Minister Incharge.
2. Deputy Director	Director	Secretary Higher Education	Minister Incharge
3. Registering Officer	Deputy Director	Director	Secretary Higher Education
4. Assistant Director Archives	Deputy Director	Director	Secretary Higher Education
5. Asstt. Director, Archaeology	Deputy Director	Director	Secretary Higher Education
6. Registrar National Registrar of Records	Deputy Director	Director	Secretary Higher Education
7. Curator	Deputy Director	Director	Secretary Higher Education

1	2	3	4
8. Editor	Deputy Director	Director	Secretary Higher Education
9. Research Assistant	Deputy Director	Director	Secretary Higher Education
DEPARTMENT OF GAZETTERS			
1. State Editor	Secretary Higher Education	Chief Secretary	
2. Assistant Director	State Editor	Secretary Higher Education	
3. Complier	State Editor	Secretary Higher Education	
15. (a) HEALTH AND FAMILY WELFARE DEPARTMENT.			
1. Director Health Services.	Secretary Incharge	Chief Secretary	Minister Incharge
1. (a) Director FW, MCH & Immunization	Secretary Incharge	Chief Secretary	Minister Incharge

1. (b) Controller, Drugs and Food.	Secretary Incharge	Chief Secretary	Minister Incharge
2. Dy. Director Health Services.	Director Health Services	Secretary Incharge	Minister Incharge
3. Dy. Dir. Health Ser. (HQ) Dy. Dir. Health Ser. (FW) Dy. Dir. Health Ser. (ES) State Nutrition Officer State Tuberculosis officer and other staff officers in the Directorate of Health Services.	Director Health Services	Secretary Incharge	Minister Incharge
4. Asstt. Director, FW, MCH & Immunization, State Mass Education & Media Officer, Dy. CMO's AO, Audio Visual Officer, Demo Grapher, Store Inspector Officer.	Dy. Director I/C	Director concerned	Secretary Incharge
5. Dy. Director Drugs & Food, Asstt. Controller (PFA), Public Analysis, AO.	Controller Drugs and Food.	Secretary Incharge	Minister Incharge

1	2	3	4
6. Drug Analysts, Asstt. Controller Drugs/Asstt. Drugs Analysts.	Dy. Director Drugs and Food	Controller Drugs	Secretary Incharge
7. Superintendent JNML Hospital/Superintendent Gandhi Nagar Hospital Principal Ayurvedic College	Director Health Services	Secretary Incharge	Minister Incharge
8. State Malariologist	Director Health Services concerned	Secretary Incharge	Minister Incharge
9. Chief Medical Officer	District Development Commissioner	Director Health Services	Secretary Incharge
10. Divisional Nutrition Officer	Staff Nutrition Officer	Director Health Services	Secretary Incharge
11. Principal REPT Centre	Dy. Director Incharge of Centre	Director Health concerned	Secretary Incharge
12. Medical Superintendent District/Sub-District Hospitals.	District Development Commissioner	Director Health Services	Secretary Incharge

13. Specialists in other Hospitals	Dy. Director HS(T)	Director Health Services.	Secretary Incharge
14. Block Medical Officers	Chief Medical Officer	Dy. Director Health Services (T)	Director Health concerned
15. Asstt. Surgeons	Block Medical Officer	1. Chief Medical Officer 2. Dy. Dir. (HS) (T)	Director Health concerned.
(b) MEDICAL EDUCATION DEPARTMENT			
1. Principal Medical	Secretary Incharge	1. Chief Secretary 2. Minister Incharge.	Minister Incharge
2. Administration of Asso. Hospitals	Secretary Incharge	Chief Secretary	Minister Incharge
3. Professor/Associate Professor.	Principal M.C	Secretary Incharge	Minister Incharge
4. Medical Superintendent of attached Hospital	Administrator	Secretary Incharge	Minister Incharge
5. Dy. Superintendent	Medical Superintendent	Administrator	Secretary Incharge
6. Assistant Professors	Professors & H.O.D	Principal M.C	Secretary Incharge.



1	2	3	4
1. Lectures/ Registrars/ Demonstrators	Associate/Asstt. Professor as the case may be	Professor and HOD	1. Administrator 2. Principal Medical College.
2. Doctors, Matrons & other Gazetted staff in attached Hospitals.	Medical Superin- tendent	Administrator	Administrator
16. POLICE DEPARTMENT:			
1. DGP	Chief Secretary	Minister I/c Home	Chief Minister
2. Addl. DGs	D. G. Police	Pr. Secretary, Home	Chief Secretary/ Chief Minister
3. IGP (working directly under DGP)	D.G Police	Pr. Secretary, Home	Chief Secretary/ Chief Minister
4. IGP (if working under ADGP)	Addl. Director General of Police	Director General of Police/Pr. Secretary Home.	Chief Secretary/ Chief Minister.
5. Dy. Inspector General of Police	IGP/ADGP	ADGP/DGP	Pr. Secretary Home/ Chief Secretary

6. Supdt. of Police (Incharge Distt./Bns. Head of unit).	Dy. Inspector General of Police	Inspr. General of Police/ Addl. Dir. General of Police.	Director General of Police
7. Addl. Supdt. of Police	Suptd. Of Police/ Dy. Inspr. General of Police	Inspr. General of Police/Addl. Dir. General of Police.	Director General of Police
8. Dy. Supdt. of Police	Suptd. of Police	Dy. Inspr. General of Police	Inspr. General of Police/Addl. DGP.

N.B :- The custody of the APRs of Gazetted Officers of Police Department, excepting IPS Officers, will be with the Director General of Police. In respect of the IPS Officers, the custody will be with the Home Department.

17. FOREST :

(i) Conservator of Forests (in cases where CF is directly under PCCF initiating officer will be the PCCF)	Chief conservator of Forests	1. Pr. Chief Conservator of Forests  2. Secretary Forests	Minister Incharge
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1	2	3	4
(ii) Divisional Forest Officers	Conservation of Forests	1. Chief Conservator of Forests 2. Pr. Chief Conservator Of Forests	Secretary Forests
(iii) Other Gazetted Officers of the Deptt. not incharge of Divisions	Conservator of Forests	1. Chief Conservator of Forests 2. Pr. Chief Conservator Of Forests	Secretary Forests
(iv) Gazetted Officers directly working under the Chief Conservator of Forests	Chief Conservator of Forests	1. Pr. Chief Conservator of Forests 2. Secretary Forests	Minister I/C
18. AGRICULTURE PRODUCTION DEPARTMENT			
(i) Dy. Commr. (Development)	Divisional Commr.	Secretary Incharge	Minister Incharge

(ii) Asstt. Commr. (Dev.)	Dy. Commr./ Dy. Commr./ (Development).	Director RD concerned	Secretary Incharge
(iii) State Nutrition Officer	Secretary Incharge	Chief secretary	Minister Incharge
(iv) Block Development Officers (Gazetted).	Asstt. Commr. (Dev.) Concerned	Dy. Commr./ Distt. Dev. Commr.	Director concerned
(v) Agriculture Extension Officer	Chief Agriculture officer concerned	Joint Director Agriculture Concerned	Director Agriculture concerned
(vi) Joint Registrar (Coop.)	Addl. Registrar Cooperative	Registrar Cooperative	Secretary Incharge
(vii) Dy. Registrar (Coop.)	Joint Registrar	Addl. Registrar Cooperative	Registrar Cooperative
(viii) Asstt. Registrar (Gazetted)	Dy. Registrar	Joint Registrar Cooperative	Registrar Cooperative

N.B :- Written consultation to form part of the APRs.

#### 19. OFFICES SERVING IN LADAKH.

(i) Dy. Commr./ Distt. Dev. Commr.	Secy. Incharge Ladakh Affairs	Chief Secretary in consultation With Financial Commr. & Planning Commissioner	Chief Minister
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1	2	3	4
(ii) District Level Officers	Dy. Commissioner/ Distt. Dev. Commr.	Secretary Incharge of the Deptt. concerned	Minister I/C Ladkh Affairs.
(iii) Other Officers	Authority under whom working	Dy. Commr. cum-District Dev. Commr.	Head of Department

Note:- The APRs of the officers working in Ladakh shall be sent by the Initiating Officers to the concerned Reviewing/Accepting Officers as indicated above. These shall be maintained by the concerned Deptts. And not by Ladakh Affairs Department.

20. Asstt. Commissioner (Nazool) Jammu/Srg.	Div. Commr.	Financial Commr.	Minister Incharge
21. Officers incharge recovery of Forest Arrears Srinagar/ Jammu.	Chief Conservator of Forest	Administrative Secretary	Minister Incharge
22. ENGINEERING DEPARTMENT			
1. Chief Engineers	Secretary Incharge Public Works Deptt.	Chief Secretary in consultation With Planning Commissioner	Minister Incharge

2. District Superintending Engineer	Distt. Dev. Commr.	CE concerned	Minister I/c through Secretary Incharge
3. Executive Engineer under District Superintending Engineer	Distt. Superintending Engineer	District Dev. Commr. concerned	Chief Engineer
4. Assistant Executive Engineer	Concerned Executive Engineer	Superintending Engineer concerned	Chief Engineer concerned
5. Assistant Engineer under District Superintending Engineer	Concerned Executive Engineer	Superintending Engineer concerned	Chief Engineer concerned

OFFICERS OTHER THAN THOSE POSTED UNDER THE DISTRICT ADMINISTRATION.

1. Superintending Engineer	Chief Engineer	Secretary concerned	Minister Incharge
2. Executive Engineer	Superintending Engineer	Chief Engineer	Secretary Incharge

1	2	3	4
3. Assistant & Asstt. Executive Engineer	Executive Engineer	Superintending Engineer	Chief Engineer
23. POWER DEVELOPMENT DEPARTMENT			
1. DCP (Development Commissioner Power)	Secretary Power	Chief Secretary	Minister Incharge
2. Chief Engineer	Development Commr. (Power)	Secretary Power	Minister Incharge
3. Superintending Engineer	Chief Engineer concerned	Development Commr. (Power)	Secretary Incharge
4. Executive Engineer	Superintending Engineer concerned	1. Chief Engineer concerned  2. Development Commr. (Power)	Secretary Incharge
5. Assistant & Asstt. Exec. Engineer	Executive Engineer concerned	Superintending Engineer concerned	Chief Engineer concerned

24. PLANNING DEPARTMENT

1. Directors	Secretary I/c Planning	Chief Secretary	Minister I/c Planning
2. Joint Director	Director, E&S	Secretary I/c	Secretary I/c
(a) Regional Joint Directors/Joint Directors posted in Directorate HQ	Director, E&S	Secretary I/c Planning	Secretary I/c Planning
(b) Joint Directors posted with various department in the Sectt.	Concerned Secretary I/c of the Deptt.	Director E&S	Secretary I/c Planning
(c) Joint Directors posted with various Heads of Deptts.	Concerned Head of the Deptt.	Director E&S	Secretary I/c Planning
3. Deputy Directors.			
(a) Chief Planning Officer	Distt. Dev. Commr. concerned	Director E&S	Secretary I/c Planning



1	2	3	4
(b) District Evaluation and Statistics Officers	Regional Joint Director Concerned	Director E&S	Secretary I/c Planning
(c) Deputy Director (Planning) with a Head of the Deptt.	Head of the concerned Deptt.	Director E&S	Secretary I/C Planning
(d) Deputy Director (Planning) in the Sectt.	Secretary I/c of the concerned Deptt.	Director E&S	Secretary I/c Planning
(e) Deputy Director (Planning) in the office of Director (E&S)	Joint Director concerned	Director E&S	Secretary I/c Planning
4. Assistant Directors			
(a) Assistant Directors posted in the Secretariat	Head of the Planning cell in the concerned Deptt.	1. Secy. I/c of the concerned Deptt. 2. Director E&S	Secretary I/c Planning

(b) Assistant Directors posted with a Head of the Deptt.	Head of the Deptt. concerned	Director E&S	Secretary I/c Planning
(c) Assistant Directors posted in Planning Cells of the Distt.	Chief Planning Officer concerned	<ol style="list-style-type: none"> <li>1. District Dev. commr. concerned</li> <li>2. Director E&amp;S.</li> </ol>	Secretary I/c Planning
(d) Assistant Directors posted in District Industries Centres	General Manager (DIC)	<ol style="list-style-type: none"> <li>1. Director Industries</li> <li>2. Director E&amp;S</li> </ol>	Secretary I/c Planning
(e) Assistant Directors posted in the Directorate of E&S	Concerned Joint Director	Director E&S	Secretary I/c Planning

Annexure –III to Government Order No. 1311-GAD of 2001  
Dated 09-11-2001

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ANNEXURE III

Year \_\_\_\_\_

Name of the Officer In position in the Department.	Annual Performance Reports			Remarks
	Initiated	Reviewed	Accepted	
I	II	III	IV	V

Signature of Head of Department.

- Note:-
1. Certified that the following officer(s) knowing well that they shall earn adverse entry into their APR, if they fail to submit.
  2. Where the Reviewing/Accepting authority is an authority above the Head of Department the column will be left blank and the position be shown in the remarks column.
  3. Certified that the APRs of the officer(s) whose particulars are given above, have initiated/reviewed/accepted.
- After Annexure-IV, the following form shall be added to an Annexure-V to those instructions.

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Submitted to Secretary to Government \_\_\_\_\_  
Department for information and necessary action.

Signature of Head of Department.

**Part----1****PERSONAL DATA**

(To be filled in by the Department/Office)

1.1	Service Code	
1.2	individual's Computer Code:	
1.3	Name of the Officer :	
1.4	Designation	
1.5	Date of Birth :	
1.6	Grade :	
1.7	Date of continuous appointment in the present grade :	
1.8	Present Post :	
1.9	Date of appointment to present post :	
1.10	Period of absence from duty on leave, training, etc. during the year :	
1.11	Date of filling the Annual Property Return, indicating the Department from where The return was filed :	
1.12	Qualification (a) Academic : (b) Professional :	

**Part----II**

(To be filled in by the Officer reported upon. Please read carefully the Instruction given at the end of the form before filling the entries )

## 2.1 (a) Brief description of duties


(b) Please specify the quantitative/financial targets/objections set yourself or that were set for you in respect of eight to ten times of work, in order of priority, and your achievement against each target. In respect of officer connected with Public Distribution System, he should indicate supplies made available to farflung/bad pocket/area s falling within his jurisdiction ; target, achievements in PDS for below poverty line vis a vis general support.

Target	Achievement

(c) Please indicate the number of days/nights spent on :

Activity	Days	Nights
(a) Tours		
(b) Attending public Grievances and redressal thereof		

- 2.2 a) Please state briefly the shortfalls with reference to the targets/objectives referred to the Column 2. Please specify constraints, if any, in achieving the targets.


- (b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.


Dated :  
Station:

Signature of the Officer  
(Reported upon with date)

**Part-III**

(To be filled in by the initiating officer. Please read carefully the instructions given at the end of the form before filling the entries).

- 3.1 (a) **Nature and quality of work:**  
Please comment on Part-II as filled out by the officer and specifically state whether you agree with the answer relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objects.


**(b) Quality of output:**

Please comment on officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.


	Sphere of appraisal	Outstanding	very Good	Average	Below Average
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**3.2 Knowledge :**

- (a) Of functions
- (b) Relating to rules

**3.3 Knowledge about usage of Computer**

**3.4 Attributes :**

- (a) Attitude to work
- (b) Decision making ability
- (c) Initiative
- (d) Promptness
- (e) Ability to inspire and motivate
- (f) Communication skill (written and oral)
- (g) Inter-personal relations and team work
- (h) Relation with the Public
  - (i) Accessibility
  - (ii) Responsiveness
- (i) Attitude towards Scheduled Castes/Tribes/weaker Sections

**3.5 (a) Managerial ability :**

- (b) Ability for planning in perspective
- (c) Supervisory ability
- (d) Coordination ability

### 3.5 Aptitude and potential :

A. Please indicate three fields of work assigning 1,2,3 against three appropriate boxes.

(a) Personnel Administration	
(b) Law and Order	
(c) Financial Administration	
(d) Agriculture and Rural Development	
(e) Social/Educational Services	
(f) Planning	
(g) Commercial/Industrial Administration	
(h) Any other field (please specify)	

B Please indicate, paper presented/published, if any.

Part-IV (A)

### General

4.1	<b>State of Health</b>	
4.2	<b>Integrity :</b> Please give an overall assessment of the Officer with reference to his/her Strength and shortcomings and also by Drawing attention to the qualities, if any, Not covered by the entries above.	
4.3	<b>General assessment :</b> Please give an overall Assessment of the Officer with reference to his/her strength and shortcomings	



4.4 Grading : (AN Officer should not be graded Outstanding unless exceptional qualities and Performance has been noticed. Grounds for Giving such a grading should be clearly Brought out).	Outstanding Very good. Good Average Below average
---	---

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name in Block Letters \_\_\_\_\_

\_\_\_\_\_  
Designation of Initiating Officer—  
(During the period of Report).

**Part-IV (b)**

Remarks of IInd Initiating Officer, where prescribed

4.5 Please Comment Upon :

(a) Planning ability of the officer reported upon :


(b) Financial administration :


(c) Personal management :


(d) Technical capability/skillfulness in his functioning :


(e) Inclination toward upgradation of skills and adoption of latest trends


**Part-V (A)**

Remarks of the Reviewing Authority.

5.1 Length of Service under the Reviewing Authority.


5.2 Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material ?


5.3 Do you agree with the assessment of the officer given by the reporting authority ?  
(In case of disagreement, please specify the reasons : Is there anything you wish to modify or add ?)


5.4 General remarks with specific comments about the general remarks given by the reporting authority and remarks about meritorious work of the officer including the grading.


5.5 Has the officer any special characteristics and or any abilities which would justify his/her selection for special assignment or/out of turn promotion ? if so specify.


Place : Signature of the Reviewing Authority  
Date : Name in block letters  
Designation  
(During the period of Report)

5.6 (B) Remarks of the IInd Reviewing Authority Where Prescribed :


Place : Signature of the IInd Reviewing Authority  
Date : Name in block letters  
Designation  
(During the period of Report)

**PART-VI**

**Remarks of the Accepting Authority**  
(i.e. next superior authority)


Place : Signature of the Accepting Authority  
Date : Name in block letters  
Designation  
(During the period of Report)

### INSTRUCTIONS

1. The Confidential report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraised through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realise his/her true potential. It is not meant to be a fault-finding process but a development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcoming in performance, attitude or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and for devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the Higher Authority.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at commencement of the reporting year i.e. April. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be

assigned item-wise, taking into consideration the nature and the area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.

8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the reporting officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraiser's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

Note:

The following procedure should be followed in filling up the column relating to integrity :

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
  - (a) A separate note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.
  - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officers's integrity should be

certified and an entry made accordingly in the Confidential Report.

- (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
- (d) If as a result of the follow up action the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

