



Government of Jammu and Kashmir  
PHE, I&FC Department  
Civil Secretariat, Jammu  
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Subject: Furnishing of Annual Performance Report (APRs) of the State Cadre Employees of PHE, I&FC Department.

Circular No. 02-PHE, I&FC (Hyd) of 2017  
Dated 14-03-2017

All the officers/officials of the Department 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 detailed instructions regarding the procedure for writing up, custody and maintenance of Annual Performance Reports of Gazetted Officers.

All the HoDs under the Administrative Control of PHE, I&FC Department, J&K were asked vide this Department letter No. PW/PHE,I&FC/HRM/04/2011 dated 12.07.2011 and Circular No. 01-PHE, I&FC of 2014 dated 11.06.2014 to furnish the Annual Performance Reports (APRs) of all the State Cadre employees, duly initiated, reviewed and accepted by the prescribed authorities, to the HRM Branch of PHE, I&FC Department, but the same are still awaited in the Department.

The matter, amongst other issues, was discussed during a recent review meeting chaired by Secretary, PHE, I&FC Department on 01.03.2017 and it was decided that in future such officers who fail to submit their APRs to the Department shall not be considered for promotion. The Department has also decided to consider officers for officiating promotion on higher posts only if their APRs complete in all respects are received in the Department.

Accordingly, all the officers/officials are once again directed to furnish their APRs for the last five years to the HRM Branch, PHE, I&FC Department (Room No. 28, 3<sup>rd</sup> floor, Main Building, Civil Secretariat, J&K, Jammu) within 15 days and in case the same are not received within the stipulated time, they shall not be considered for both officiating as well as substantive promotions.

Sd/-  
(Saurabh Bhagat) IAS  
Secretary to the Government

No: PW/PHE,I&FC/HRM/04/2011

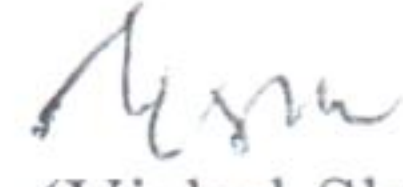
Dated: 14-03-2017

Copy to the:-

1. Managing Director, J&K SPDC, Jammu.
2. Chief Engineer, \_\_\_\_\_
3. Chief Executive Officer, ERA, J&K, Jammu.
4. Vice Chairman, LAWDA, Srinagar.
5. Superintending Engineer, PWD Leh/Kargil.
6. Special Assistant to Hon'ble Minister of State for PHE, I&FC.



7. Pvt. Secretary to Hon'ble Minister for PHE, I&FC.
8. Pvt. Secretary to Secretary to Government, PHE, I&FC Department.
9. P.A. to Additional Secretary to Government (R/A), PHE, I&FC Department.
10. Govt. Order file/Stock file.



(Vishal Sharma) KAS

Deputy Secretary to the Government

