

**Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu.**

Subject: **Online filing of APRs and IPRs of Gazetted Officers.**

**Circular No.53-JK(GAD) of 2021
Dated:09.12.2021**

In connection with updation of data for rolling out of online filing of Annual Performance Reports (APRs) and Immovable Property Returns (IPRs) of all Gazetted Officers working in various departments/Offices in the Union territory of Jammu & Kashmir (except Jr. Scale JKAS Officers and Other JKAS Officers), an online web-link <https://jkcpis.nic.in/> has been created which shall be accessible to the Drawing Disbursing Officers with their existing login credentials in respect of the Officers working in their Departments/Offices/Organizations. The Drawing & Disbursing Officers shall fill the requisite information of these officers in the prescribed format.

Accordingly, it is impressed upon all the Drawing & Disbursing Officers of all Departments/Offices/Organizations to fill up the requisite information of all Gazetted Officers on the aforesaid web-link, as per the process explained in Annexure-'A'.

Sd/-

**(Manoj Kumar Dwivedi)IAS
Commissioner/Secretary to the Government**

No. GAD-ESTB/135/2021-02-GAD

Dated:09.12.2021

Io.DSHJ-ESTT0GAZ/16/2021-Clerical Hall-O/O DIRECTOR SHEEP HUSBANDRY, JAMMU (OUTSIDE S

**Government of Jammu and Kashmir
Directorate of Sheep Husbandry Jammu**

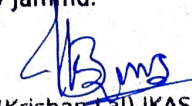
Railway Head Complex, Jammu- 180004
Phone: 0191-2470075 Fax: 0191-2470754 Email ID: directorshdjammu@gmail.com

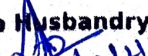
TIME BOUND

No. DSHJ/ESTT0GAZ/16/2021/ **16026-056** Dated: 11.12.2021

Copy of Circular No. 53-JK(GAD) of 2021 dated 09.12.2021 regarding "**Online filing of APRs and IPRs of Gazetted Officers**" issued by General Administration Department J&K forwarded for information and immediate necessary action to the: -

1. Joint Director (Extension/Farms), Sheep Husbandry Department, Jammu.
2. Deputy Director, Govt. Sheep Breeding & Research Farm, Reasi/Billawar.
3. Assistant Director, Govt. Sheep Breeding Farm, Thathri/Panthal/Balnoi/ DGF Rajbagh.
4. District Sheep Husbandry Officer Jammu/Samba/Kathua/Poonch/Rajouri/Reasi/ Udampur/Ramban/Doda/Kishtwar.
5. Assistant Project Officer, Intensive Sheep Development Migratory Project, Jammu-Warwan and Bhaderwah-Hiranagar.
6. Research Officer, Disease Investigation Laboratory, Kartholi.
7. Principal, Sheep & Wool Workers Training Class, Kartholi.
8. Sheep & Wool Development Officer Bani/Kalakote/Mahore/Ramnagar/ Banihal/Padder/ Marwah.
9. Fleece Testing Officer, Sheep Husbandry Department, Kartholi.
10. Incharge Website, Directorate of Sheep Husbandry Jammu.


(Krishan Lal) JKAS,
Director,
Sheep Husbandry Department,
Jammu.


11/12/21

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Annexure-'A'

Step 1: Log into JKCPIS using the existing DDO's credentials.

Step 2: Open Link ("Gazetted Officers Data").

Step 3: Fill the following details in respect of Gazetted Officers in their Departments:-

1. Employee Code (CPIS ID)
2. State
3. Name of Employee (First and the Last Name, Auto populated from the CPIS Data)
4. Date of Birth
5. Designation (Auto Populated)
6. Department
7. Office Name
8. Reporting Officer
9. District
10. Tehsil
11. Block Name
12. Date of promotion to present rank.
13. Mobile Number
14. Govt. Email address (***@jk.gov.in, if any)
15. Date of Appointment
16. Date of Retirement

Step 4: After filling the requisite information, save the details.

(Signature)

Respect Anura
09.12.2021