



सत्यमेव जयते

Government of Jammu and Kashmir Directorate of Sheep Husbandry Jammu

Rail Head Complex, Jammu-180004

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Subject: Submission of Annual Performance Reports (APRs) by Members of J&K Sheep Husbandry (Subordinate) Service.

CIRCULAR

All the Government employees are required to get their APRs initiated, reviewed and accepted by the concerned authorities in normal routine after the closure of financial year. However, over a period of time, it has been observed that DDOs are not following the scheduled timelines for submission of APRs of Non-Gazetted employees with the result the annual performance of the employees of the Department remains un-accessed which ultimately defeats the very purpose of writing of APRs. The belated submission of APRs leads to delay in settlement of promotion, regularization and other important cases of the employees of the Department.

As such, it is impressed upon all the Drawing & Disbursing Officers of Sheep Husbandry Department Jammu to ensure timely submission of Annual Performance Reports (APRs) for the year 2023-24 of all the sub-ordinate Non-Gazetted employees except Class-IV to this Directorate within a week's time strictly **as per the format attached to this circular**. The practice has to be continued annually without any fail.

Instructions contained in this circular be implemented in letter and spirit.

Sd/-
(Dr. Naseem Javaid Chowdhary) JKAS,
Director.

No. DSHJ-ESTT0GAZ/40/2022/1664-94

Dated: 07-05-2024

Copy to the: -

1. Joint Director (Extension/Farms), Sheep Husbandry Department Jammu.
2. All DDO's of Sheep Husbandry Department, Jammu.
3. Incharge Website, Directorate of Sheep Husbandry Jammu.
4. All Members of J&K Sheep Husbandry (Subordinate) Service.

--- for information and necessary action.

(Dr. Surinder Gupta),
Deputy Director (Central).

07.05.24

ANNUAL CONFIDENTIAL REPORT OF NON-GAZETTED STAFF OF SHEEP HUSBANDRY DEPARTMENT JAMMU

Name of the Office: _____

Report for the Year: _____

Part-I (Personal Data)

1. Name with Designation : _____
2. Employee ID : _____
3. Date of Birth : _____
4. Date of Appointment in the present grade : _____
5. Period of absence from duty on leaving, training etc. during the year: _____

Part-II (Assessment by the Initiating Officer)

1. Conduct : _____
2. Regularity & Punctuality: _____
3. Knowledge of the branch to which engaged & quality of work: _____
4. Whether Computer knowing or not (Ministerial Staff): _____
5. Ability in drafting letters (Ministerial Staff): _____
6. Knowledge of disease in the livestock (Paravet Staff): _____
7. Mortality Percentage, if any (Paravet Staff): _____
8. Ability to perform laboratory tests (Laboratory Wing): _____
9. Ability to perform agriculture activities (Agriculture Wing): _____
10. Trustworthiness: _____
11. Performance of duties: _____
12. Integrity: _____
13. Relation with public: _____
14. Speed of disposal of work: _____
15. Any Special work done beyond his routine work: _____
16. State of Health: _____
17. Fitness for promotion to next higher cadre: _____
18. Overall Grading: _____ (Outstanding/Very Good/Good/Average/Below Average)

Signature: _____

Name: _____

Designation: _____

(During the period of report)

Remarks of Reviewing Authority _____

Dated: _____

Signature: _____

Name: _____

Designation: _____

Remarks of 2nd Reviewing Authority where prescribed _____

Dated: _____

Signature: _____

Name: _____

Designation: _____

Remarks of Accepting Authority _____

Dated: _____

Signature: _____

Name: _____

Designation: _____