

GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT OF SOCIAL FORESTRY
J&K-JAMMU

Sub: Submission of APRs.

CIRCULAR

As per J&K Employees Conduct Rules, the APRs of every employee are required to be submitted on regular basis. It has been observed that the officers are not submitting the APRs of the employees (Gazetted/Non-Gazetted) working in different offices under their control, with the result the cases for promotions, In-Situ promotions etc. get delayed.

It is as such impressed upon all Controlling Officers/ DDO's of this department that they shall ensure that APRs of all the officers/officials working under their control are submitted by them in time. Further, in the first instance, all the Controlling Officers/DDOs shall ensure that the APRs in respect of officials working as **Forester/Dy. Forester** (substantively) reach this office immediately followed by APRs of all other officials working in their respective offices within one month's time positively.

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Director, *1/2*
Department of Social Forestry,
J&K, Jammu

No: *Dir/DF/2017/1570-05*

Dated: *12-2-2017*

Copy for information and necessary action to the:-

1. Regional Director, Department of Social Forestry, Jammu.
2. Regional Director, Department of Social Forestry, Kashmir.
3. Dy. Conservator of Forests (C&E), Direction Office.
4. All Divisional Forest Officer (s), Department of Social Forestry, J&K.
5. I/C Website for uploading on official website www.jksocialforestry.nic.in