

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


Sub: Submission of APRs.


C I R C U L A R

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.

The issue has been viewed seriously by higher authorities and it has been instructed by the Commissioner/Secretary to Government, Forest, Environment & Ecology during his meeting with the DVOs on 19.06.2018 that the details regarding submission of APRs of every officer/officials be placed on official websites.

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 Gazetted/Non-Gazetted officials (substantively) for the year 2017-18 reach this office immediately followed by APRs of Class-IV officials working in their respective offices within a week's time positively.


Addl. PCCF/Director,
Department of Social Forestry,
J&K, Srinagar

No:  481-95

Dated: 22-06-2018

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 placing the circular on official website