

C I R C U L A R

As per J&K Employees Conduct Rules, the APRs of every employee are required to be processed on regular basis.

It has been observed that the officers of the Department are not submitting the APRs of the employees (Gazetted/Non-Gazetted) working in different offices under their control. It has also been observed that the APRs submitted by the officers/officials are pending at the level of reviewing authorities for some time.

It is, as such, impressed upon all Controlling Officers/DDO's of this department that they shall ensure that their APRs and also the APRs of all the officers/officials working under their control are processed and submitted for review/acceptance by them in time.

All the Controlling Officers/DDOs shall ensure that they submit the APRs in respect of Gazetted Officers, Non-Gazetted officials/Class-IV officials working in their respective offices within a week's time positively.

Neelgosh
05/6/2021
PCCF/Director,
Department of Social Forestry,
J&K, Jammu

ML
5/6

No: Dir/DSF/Estb/188-94

Dated: 05-06-2021

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. He will ensure that a detailed status of the APRs in respect of all the officers/officials of the Department is put on official website.
4. Dy. Conservator of Forests (M&E), Direction Office.
5. All Divisional Forest Officer (s), Department of Social Forestry, J&K.
6. Notice Board.
7. I/C Website, Direction Office for placing the circular on website.