

GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT OF SOCIAL FORESTRY
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1. The Regional Director,
Department of Social Forestry,
Jammu.
2. The Regional Director,
Department of Social Forestry,
Kashmir.
- 3-14. All Divisional Forest Officer,
Department of Social Forestry, J&K.

No. DIR/DSF/ E3116/197-213

Dated: -17-07-2021

Sub: Review of performance of the Government employees as per the S.O.324 dated:22-10-2020 and Article 226(2) of J&K CSR Vol-I.

Ref: Finance Department's Circular Instructions No:FD-Code/245/2021-707 dated:15-07-2021.

Sir,

As per the circular directions on the subject, the 1st review of performance of the Government employees is to be made on attaining of either 48 years age or completing 22 years' service by the employee, whichever is earlier.

In this regard, I am directed to request all the controlling officers of the Department to review the performance of all those employees working under their control who have completed 48 years of age/22 years of service in terms of S.O 324 of 2020 for identifying such government servants who are in efficient in work and are not fit to continue in the post held and have no utility for the purpose for which they are employed.

Moreover, it is requested to furnish the details of employees both in hard and soft copy who have attained the age of 48 years and 22 years of service as per the Proforma, for further necessary action at this end.

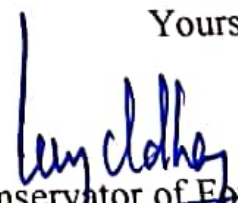
S. No	Name of the employees	Parentage	Address	Date of Birth	Date of appointment	Date of 48 years of age	Date of 22 years of service	Remarks as per the Article 226 (2) of J&K CSR Vol-1
1	2	3	4	5	6	7	8	9

While furnishing the information of concerned employees, following information be also furnished in each case individually: -

1. Based on scrutiny of the Service Book & APRs, the concerned controlling officer will make a mention of entries like suspension, warning, major/minor penalty, imposed on the employee during his/her service career.
2. Based on the examination of service record, the concerned Controlling Officer will append a certificate to the effect that:
 - a. *Whether any disciplinary proceedings is initiated against the official.*
 - b. *Integrity Certificate.*
 - c. *Whether any criminal proceedings is pending against the official.*
 - d. *Whether any Police Case is pending against the official.*
 - e. *The concerned Head of Office will brief a note of about 100 words on the overall working of the employee, his work and conduct, aptitude, sincerity and willingness towards the work, his level of performance and initiatives taken in the field/office.*
 - f. *The Controlling Officers will also certify whether the employee should continue in the interest of Govt. work & public service, if otherwise, the same is to be justified with reasons and documentary evidences.*

The matter is requested to be attended on top priority and requisite information complete in all forms should reach this office within **one week's time positively**.

Yours faith fully,


Dy. Conservator of Forests (C&E),
Department of Social Forestry
17/7/2021 J&K,

Copy to the:

- 1 PCCF/Director Department of Social Forestry J&K for favour of information.
- 2 DDO, Direction Office for similar necessary action in respect of his office.
- 3 I/C Website, Direction Office for placing the communication on official website.