

GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT
DIRECTORATE GENERAL OF ACCOUNTS & TREASURIES, J&K, JAMMU

Subject: Initiation, Review and Acceptance of Annual Performance Reports.

CIRCULAR No. 02 DGAT of 2015
Dated: 23.02.2015

During assessment of the Annual Performance Reports of the members of Kashmir Subordinate Accounts Service, Class-I (Assistant Accounts Officers), Class-II (Accountants) and Class-III (Accounts Assistants) and the Ministerial Staff of Accounts & Treasuries Organization of the State, it has been noticed that the APRs of the concerned members, initiated by the prescribed authorities, are routed to the office of the Director General, Accounts & Treasuries, J&K directly without their review/acceptance by the prescribed authorities. Consequent upon the deviations done/being repeated by the Initiating Authorities, the Reviewing Authorities and the Accepting Authorities fail to assess the overall Annual Performance of their subordinate employees within the prescribed time limit and thereby the purpose of writing up of the APRs gets almost altogether defeated.

In view of importance and necessity of writing up of APRs, it is impressed upon all the Initiating Authorities to ensure submission of the APRs of their subordinates to the Reviewing Authorities in time for their review and onward transmission to the concerned HODs for acceptance to avoid delay in their submission to the Director General, Accounts & Treasuries, J&K / Finance Department so that the assessment of annual performance of the members of Kashmir Subordinate Accounts Service and Ministerial Staff of the Organization is completed within the time frame prescribed for the purpose.

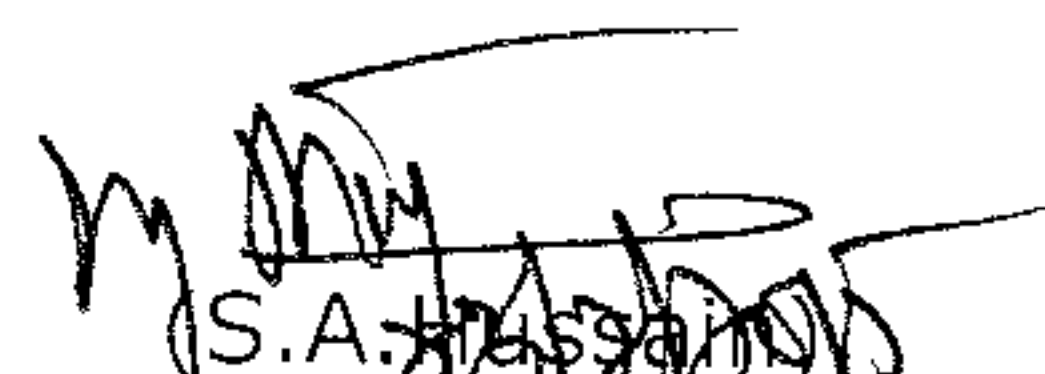
Sd/-
(Altaf Hassan Mirza)
Director General,
Accounts and Treasuries,
Finance Department

No. DGAT/CAE- Misc-47/253

Dated: 23.02.2015

Copy for information and necessary action to the:-

1. Director, Accounts & Treasuries, Jammu/Kashmir. They are requested to get the above instructions implemented in letter and spirit and submit a report to this Directorate in respect of all the employees borne on KSAS and Ministerial Establishment of the Organization, falling under their jurisdiction/administrative control, for the year 2013-14 expeditiously.
2. All the concerned.
3. Incharge official website. He is advised to upload the Circular on the official website.
4. Circular File/Main File.


(S.A. Hussain)
Deputy Director (Central),
Accounts and Treasuries,
Finance Department

