



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

Subject:- Submission of Annual Performance Reports (APRs)

**C I R C U L A R**

All the Government Employees are required to get their APRs initiated, reviewed and accepted by the concerned authorities in normal routine. But very poor response is shown towards this important issue by the concerned members of J&K Accounts (Gazetted) Service and Kashmir Subordinate Accounts Service with the result the annual performance of the employees of the Department remains un-assessed which ultimately defeats the very purpose of writing of APRs. Besides, it has been noticed that the concerned members submit their APRs at the time of their promotions only in contravention to the prescribed procedure.

The issue has been discussed threadbare in the Department and accordingly it is enjoined upon all the concerned Members of J&K Accounts (Gazetted) Service and Kashmir Subordinate Accounts Service Class-I (Assistant Accounts Officers) and Class-II & III (Accountants and Accounts Assistants) of Moving offices to ensure submission of their APRs for the periods upto 2012-13 to the Directorate General of Accounts & Treasuries by 28<sup>th</sup> of Feb. 2014 and for the year 2013-14 by 30<sup>th</sup> April 2014 positively. However, the members of Kashmir Subordinate Accounts Service Class-II & III (Accountants and Accounts Assistants), posted in Non-Moving offices, shall ensure submission of their APRs for the aforementioned periods through their respective Director of Accounts & Treasuries, Jammu/Kashmir by or before the above specified dates without any fail. Any non-compliance / non-adherence on this account for reasons whatsoever, shall render the concerned members liable to forfeiture of their promotions and also administrative action without any further notice hereafter.

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

No: DGAT/CAE/E-I/III/III/17

Dated:- 11, 02.2014

Copy for information & necessary action to the:-

1. Director, Accounts & Treasuries Jammu / Kashmir.
2. Concerned Officers / Officials
3. Incharge Website.

Accounts Officer (Adm),  
Dte. General of Accounts & Treasuries,  
Finance Department.

12/02

11/02