



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

Subject:- Submission of Annual Performance Reports (APRs)

C I R C U L A R

It has been observed that the response towards the submission of the Annual Performance Reports (APRs) by the Head Cashiers / Govt. cashiers / Ministerial staff of inter seniority organisation, Seniority has been very poor and the defeats the very purpose of the whole procedure of assessment of the Annual Performance of the employees.

It is, as such, enjoined upon all the Head Cashiers / Govt. cashiers / Ministerial staff of the inter seniority organisation Seniority to ensure the timely submission of their APRs for the periods upto 2012-13 to the Directorate General of Accounts & Treasuries by 15th of March, 2014 and for the year 2013-14 by 30th April, 2014 positively. The practice has to be continued annually without any fail. Any non-compliance / non-adherence on this account for reasons to make the process of annual assessment of performance effective in letter and spirit.

The APR proforma relevant to these categories of employees is available on the Departmental Website i.e www.jkdat.nic.in.

Sd/-

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

No: DGAT/HQ/EC/29

Dated:- 26th 02.2014

Copy for information & necessary action to the:-

1. Director General, J&K Funds Organisation.
2. Director Accounts & Treasuries Jammu / Kashmir.
3. Director Local Fund Audit & Pension J&K
4. Director Audit & Inspection J&K.
(they are requested to forward the APRs of the concerned employees to the Director General Accounts & Treasuries by the stipulated dates).
5. Concerned Officers / Officials _____.
6. Incharge Website.

[Signature]
Accounts Officer (HQ) 26/2/14
Accounts & Treasuries,
Finance Department.