



**Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K**

Subject: Extension in filing of Quarterly Progress Report by the J&K Government Employees on Employees Performance Monitoring System (EPM)- regarding.

NOTIFICATION

Comprehensive instructions have been issued through Circular No. 02-JK(GAD) of 2024 dated 11.01.2024, for all the employees to submit their quarterly self-assessment report. The self-assessment report for the first quarter (January-March, 2024) was required to be submitted by the first week of April, 2024 by the concerned employees.

However, it has been observed that a significant number of employees have not been able to submit their reports due to various reasons. Furthermore, various requests have been received for an extension of the submission deadline for the quarterly report (January-March) on the EPM.

Accordingly, the deadline for submitting the self assessment report for the first quarter (January-March,2024) has been extended till **31.05.2024** and also the deadline for subsequent review by reporting/controlling officers for the first quarter (January-March, 2024) has been extended till **15.06.2024** on the EPM. Besides, the unregistered employees are required to register themselves on the portal and submit their quarterly reports, within the stipulated period. Furthermore, Administrative Departments shall regularly monitor the submission of quarterly reports by employees on the EPM.

These instructions are hereby brought into the notice of all concerned for compliance.

Sd/-

(Sanjeev Verma) IAS,

Commissioner/ Secretary to the Government.

No: GAD-SERV0GENL/31/2022-09-GAD

Dated: 22.05.2024

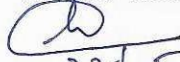
Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. Director General, J&K Institute of Management, Public Administration and Rural Development.

4. All Principal Secretaries to the Government.
5. Principal Secretary to Hon'ble Lieutenant Governor.
6. All Commissioner/Secretaries to the Government
7. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
8. Chief Electoral Officer, J&K.
9. Divisional Commissioner, Kashmir/Jammu.
10. Principal Resident Commissioner, J&K Government, New Delhi.
11. Chairperson, J&K Special Tribunal.
12. All Heads of the Department/Managing Directors.
13. All Deputy Commissioners.
14. Secretary, J&K Public Service Commission.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director Information, J&K.
17. Director Estates, Kashmir/Jammu.
18. Secretary, J&K Services Selection Board.
19. General Manager, Government Press, Jammu/Srinagar.
20. Private Secretary to Advisor (B) to Lieutenant Governor.
21. Private Secretary to Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
23. Incharge website, GAD.
24. Stock file. "Hindi and Urdu version order shall follow".


(Roopali Arora) JKAS,
22/05/2024

Under Secretary to the Government.


22/05