



**GOVERNMENT OF JAMMU AND KASHMIR**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**Civil Secretariat, J&K**

Subject: Extension in filing of 3<sup>rd</sup> Quarterly Progress Report by the J&K Government Employees on Employees Performance Monitoring System (EPM)- regarding.

**NOTIFICATION**

In terms of Circular No. 02-JK(GAD) of 2024 dated 11.01.2024, instructions were issued to all employees to submit their quarterly self-assessment report(s) on Employees Performance Monitoring System (EPM) and self-assessment report(s) for the 3<sup>rd</sup> quarter (July-September,2024) were required to be submitted in the first week of October, 2024. It has however been observed that a significant number of employees have not been able to submit their reports due to various reasons and a number of requests have been received for extension of the submission deadline for the 3<sup>rd</sup> quarterly report viz. July-September, 2024 on the EPM.

In this backdrop, the timeline for submitting the self assessment report for the 3<sup>rd</sup> quarter (July-September,2024) is extended till **15.11.2024**. Sequel to which, the timeline for subsequent review by reporting/controlling officers for the 3<sup>rd</sup> Quarter (July-September,2024) is also extended till **25.11.2024**. The 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.**

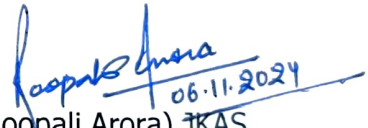
No: GAD-SERV0GENL/31/2022-09-GAD

Dated: 06.11.2024


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 Hon'ble Chief Minister, J&K.
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".

  
06.11.2024  
(Roopali Arora) JKAS,

**Under Secretary to the Government.**

  
06/11/24