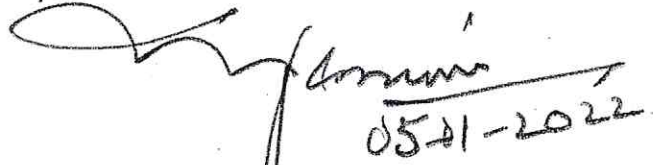


Government Medical College & Its Associated Hospitals Srinagar

Circular

It is impressed upon all the Head of the Departments/ Drawing and Disbursing officer of this institution to furnish the Annual Performance Reports (APR's) of all the sub ordinate employees (Gazetted / Non Gazetted) pertaining to their respective departments for the financial year 2021-2022 strictly as per the procedure and guidelines as envisaged in Govt. order No. 1311-GAD of 2001 dated 09-11-2001 (copy of the proforma enclosed).


05-11-2022
Administrator
Associated Hospitals Srinagar

NO:- GMCS/AAH/2022/ 6587-656

Dated:- 05 -01-2022.

Copy for information and necessary action to the:-

01. Head of Department, _____, GMC Srinagar.
02. Registrar Academics, GMC Srinagar.
03. Medical Superintendent _____, Hospital, Srinagar.
04. Personnel Officer Associated Hospitals, Srinagar.
05. Chief Accounts Officer, GMC Srinagar.
06. Accounts officer, Associated Hospitals Srinagar.
07. Administrative Officer, Govt. Medical College.
08. PA to PMC for information of PMC.
09. Officer In-charge IT section for uploading on the official website.
10. General notice board.
11. Circular file.

THE
JAMMU AND KASHMIR GOVERNMENT GAZETTE

Vol 114 Jammu, Fri., the 9th Nov., 2001/18th Kart., 1923. [No. 32-4]

Separate paging is given to this part in order that it may be filled as a separate
compilation

PART I-B

Jammu and Kashmir Government-Notifications

**GOVERNMENT JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT.**

Subject : Annual performance reports-procedure for writing up, custody and maintenance

Reference : Cabinet Decision No. 156/13 dated 23-10-2001.

Government Order No. 1311-GAD of 2001

Dated: 09-11-2001.

In supersession of Government Order No. 2504-GAD (ARI) of 1980 dated 18-12-1980 and all previous orders/ instructions on the subject issued from time to time, it is hereby ordered that the procedure for writing up, custody and maintenance of the Annual Performance Reports of all the Gazetted Officers shall be as per the Annexures (I-IV) to this order.

By order of the Government of Jammu and Kashmir.

(Sd.) GAZZANFAR HUSSAIN, .

Addl. Secretary to Government,
General Administration Department.

13. Specialists in other Hospitals	Dy. Director HS(T)	Director Health Services.	Secretary Incharge
14. Block Medical Officers	Chief Medical Officer	Dy. Director Health Services (T)	Director Health concerned
15. Asst. Surgeons	Block Medical Officer	1. Chief Medical Officer 2. Dy. Dir. (HS) (T)	Director Health concerned.

(b) MEDICAL EDUCATION DEPARTMENT

1. Principal Medical	Secretary Incharge	1. Chief Secretary 2. Minister Incharge.	Minister Incharge
2. Administration of Asso. Hospitals	Secretary Incharge	Chief Secretary	Minister Incharge
3. Professor/Associate Professor.	Principal M.C	Secretary Incharge	Minister Incharge
4. Medical Superintendent of attached Hospital	Administrator	Secretary Incharge	Minister Incharge
5. Dy. Superintendent	Medical Superintendent	Administrator	Secretary Incharge
6. Assistant Professors	Professors & H.O.D	Principal M.C	Secretary Incharge.

1	2	3	4
1. Lectures/ Registrars/ Demonstrators	Associate/Asstt. Professor as the case may be	Professor and HOD	1. Administrator 2. Principal Medical College.
2. Doctors, Matrons & other Gazetted staff in attached Hospitals.	Medical Superin- tendent	Administrator	Administrator
16. POLICE DEPARTMENT:			
1. DGP	Chief Secretary	Minister I/c Home	Chief Minister
2. Addl. DGs	D. G. Police	Pr. Secretary, Home	Chief Secretary/ Chief Minister
3. IGP (working directly under DGP)	D.G Police	Pr. Secretary, Home	Chief Secretary/ Chief Minister
4. IGP (if working under ADGP)	Addl. Director General of Police	Director General of Police/Pr. Secretary Home.	Chief Secretary/ Chief Minister.
5. Dy. Inspector General of Police	IGP/ADGP	ADGP/DGP	Pr. Secretary Home/ Chief Secretary

ANNEXURE-III

FORM OF PERFORMANCE REPORT OF OFFICERS OTHER THAN THOSE BELONGING TO
CIVIL SECRETARIAT AND DISTRICT LEVEL OFFICERS

Department/Office

Report for the year/period ending

PART-I PERSONAL DATA
(To be filled by the Department/Office)

1. Name of the Officer
2. Date of Birth
3. Present post and date of appointment.....
4. Period of absence from duty on leave, training etc. during the year.....

PART-II
(Assessment by the Initiating Officer)

General Assessment	Excellent	Good	Satisfactory	Below job requirement
1	2	3	4	5
Knowledge of work :				
(i) Power of acquiring general information				
(ii) Attention to detail				
(iii) Industry and conscientiousness				
(iv) Judgement				
(v) Speed of disposal				
(vi) Initiative				
(vii) Control over subordinates				
(viii) Relations with public				
(ix) Integrity				
(x) If the officer has done any notable work brief mention thereof may be made. Similarly if the officer has been reprimanded for indifferent work, brief mention thereof should be made.				
Any other remarks give special comments on officers aptitude for special work etc.				
2(A) "Effectiveness in the development and protection of Scheduled Castes and/or Scheduled Tribes :-				
a) Attitude towards Scheduled Castes and/or Scheduled Tribes.				
b) Sensitivity to social justice.				
c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and/or Scheduled Tribes.				
d) Effectiveness in bringing about the development of Scheduled Castes and/or Scheduled Tribes."				

Note :- Application in cases of officers dealing with the development and protection of Scheduled Castes and Scheduled Tribes.

Signature of Initiating Officer
Name and Designation

Dated :

PART-III

3. Remarks of Reviewing Authority

Signature of Reviewing Officer

Dated :

Name and Designation.....

PART-IV

4. Remarks of Accepting Authority

Signature of Accepting Authority

Dated :

Name and Designation.....