



Government of Jammu & Kashmir  
Finance Department  
Civil Secretariat, Jammu/Srinagar

**Subject: Enrollment of employees/ Pensioners/PSUs for Group Mediclaim Policy**

*Circular No: 102-FD of 2017*

*Dated: 06/12/2017*

- 1) The Government is in the process of formulation and finalization of Group Mediclaim Insurance Policy for its employees and pensioners which shall interlia be applicable to the employees of all PSUs/ Autonomous bodies and Universities of the State Government. In this regard, some basic information is required for smooth and hassle free implementation of the policy. Therefore, all the state government employees including their dependent beneficiaries need to be enrolled in the data base. A Proforma has been devised for the enrollment of the employees and pensioners at annexure 'A' to this circular.
- 2) In the context given above it is requested that all Administrative Secretaries/ HoDs/ Heads of the PSUs/ Autonomous bodies may kindly have the Enrollment Form circulated and filled by all their employees in their departments. The concerned DDOs shall deposit all the forms in their respective Treasuries of operation.
- 3) The autonomous bodies/ PSUs/Universities shall compile and handover the same to the authorized person of M/s Trinity Reinsurance Brokers Pvt.

- 4) DGA&T shall have the information from all the pensioners receiving pensions through the treasuries and J&K Bank compiled. The same shall also be collected by the authorized person of M/s Trinity Reinsurance Brokers Pvt. Ltd. from the designated treasuries at appropriate time.
- 5) In case of any query/clarification the DDO's or their employees including pensioners may contact any of the following numbers.
  - i. Mr. Arvind Kundu --- +917290098060
  - ii. Mr. Kundan Kumar --- +917290098062
  - iii. Mr. Sunil Sharma --- +917290098061/+919810128222
- 6) The above exercise should be completed within a period of twenty (20) days only i.e. by 31<sup>st</sup> December, 2017 positively.

**Sd/-**  
**(Navin K. Choudhary), IAS**  
**Principal Secretary to Government**  
**Finance Department**

Copy to the:

1. Advocate General J&K High Court Srinagar/Jammu.
2. All Financial Commissioner.
3. Principal Accountant General, J&K Srinagar/Jammu
4. All Principal Secretaries to Government.
5. Principal Secretary to Hon'ble Chief Minister
6. Principal Secretary to HE the Governor.
7. Principal Resident Commissioner, J&K Govt. 5-Prithvi Raj Road, New Delhi
8. Chief Electoral Officer, J&K Jammu.
9. All Commissioner/Secretaries to Government.
10. Divisional Commissioner Kashmir/Jammu.
11. Chief Vigilance Commissioner, J&K Srinagar.\
12. Registrar General Local Fund, Audit and Pension J&K.
13. Director Genera Funds Organization, J&K

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**Government of Jammu and Kashmir**  
**General Administration Department**  
(Services) Civil Secretariat,  
Jammu/Srinagar

Subject: Implementation of Online filling of **Annual Performance Reports** by Gazetted Officers of Union Territory of Jammu and Kashmir on **SPARROW**.

**Circular No.: 33 -JK(GAD) of 2022**  
**Dated: 17.09.2022**

In order to streamline processing of Annual Performance Reports (APRs) for all Gazetted Officers in the Union territory of Jammu and Kashmir, Smart Performance Appraisal Report Recording Online Window (SPARROW) has been launched. The portal has been made live for filing of APRs with effect from 15.09.2022 and can be accessed at <https://jaksparrow.jk.gov.in>. For filling of APRs on the portal, NIC-email IDs (@jk.gov.in) along with passwords have already been generated and details have been sent on mobile numbers (linked with CPIS) of all the Gazetted Officers which shall be the **user Ids** for the login on the portal.

For the purpose of facilitating process, SOP has been prepared which is annexed as **Annexure-A** alongwith the list of Master Trainers as **Annexure-B** and list of Custodians, PAR Managers, EMD Managers of respective Services as **Annexure-C**.

A **Help Desk** consisting of the following officers/ officials has been established in the General Administration Department/ Information Technology Department/ NIC which can be consulted by the respective Custodians/ PAR Managers/ EMD Managers in case of any difficulty while operating the portal:-

A. Helpdesk in the General Administration Department:

- i. Mr. Raj Kumar Sharma (941961372917)
- ii. Mr. Abdul Basit (9419241147)
- iii. Mr. Irfan Hassan (8494085027)

B. Helpdesk in the National Informatics Centre, J&K:

- i. Mr. Din Dayal Gupta, Technical Director (9419102246)

C. Helpdesk in the Information Technology Department.

- i. Mr. Arun Panotra, Analyst-IT, J&KeGA (7006687232)

*Roopals Anara*

The blank APRs for the Assessment Year 2021-22 are being generated and forwarded to the officers through the portal and the same shall remain available in the account of the officers for the fixed timelines and thereafter shall be auto forwarded. The officers are accordingly requested to record their Annual Performance Report as per the revised timelines notified vide Government Order No.1080-JK(GAD) of 2022 dated 17.09.2022 to avoid any auto forward which would be treated as default on the part of the officers.

Sd/-  
(Dr.Piyush Singla) IAS,  
**Secretary to the Government**

No. GAD-ESTB/135/2021-02-GAD

Dated:17.09.2022

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Director General, IMPARD, J&K.
5. Principal Secretary to the Lieutenant Governor.
6. All Commissioner/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Divisional Commissioner, Kashmir/Jammu.
9. Chairperson, J&K Special Tribunal.
10. Director, Information, J&K.
11. All Deputy Commissioners.
12. Director, Archives, Archaeology and Museums, J&K.
13. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
14. Registrar General, J&K High Court, Jammu.
15. Secretary J&K Public Service Commission/SSB/BoPEE.
16. Director Estates, J&K.
17. Director, Archives, Archaeology & Museums, J&K.
18. Secretary, J&K Legislative Assembly.
19. Secretary, Academy of Art, Culture & Languages.
20. General Manager, Government Press, Srinagar/Jammu.
21. Private Secretary to the Chief Secretary, J&K.
22. Private Secretary to Advisor (B) to the Lieutenant Governor.
23. Private Secretary to Secretary to the Government, General Administration Department.
24. Incharge Website GAD.
25. Circular/Stock file.

*Roopali Arora*  
(Roopali Arora), 17/09/22

**Under Secretary to the Government.**



2023-01042022-31032023-2479606-592897403348257

**Part-II**

**(To be filled in by the officer reported upon. Please read carefully the instructions given at the end of the form before filling the entries)**

**2.1.1 (a) Brief description of duties:**

**(b) Please specify the quantitative/financial targets/objectives, set yourself or that were set for you in respect of eight to ten times of work, in order of priority and your achievements against each target. In respect of officer concerned with public distribution system, he should indicate supplies made available to far-flung/ bad pocket/area falling within his jurisdiction; Targets and achievements in PDS for below poverty line vis-a-vis general support:**



Targets:	Achievements:

**(c) Please indicate the number of days/nights spent on:**

	Activity:	Days:	Nights:
1	Tours	0	0
2	Attending public grievances and redressal thereof	NA	

**2.2 (a) Please state briefly the shortfalls with reference to the targets/objectives referred to the column 2. Please specify constraints, if any, in achieving the targets;**

No

**(b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto:**

Date:  
Station

Signature of officer reported upon

# ANNUAL PERFORMANCE REPORT

FOR THE YEAR: ..... OF MR./MRS./DR: .....

WORKING AS ASSISTANT PROFESSOR IN GOVERNMENT DEGREE COLLEGE \_\_\_\_\_,  
JAMMU, JAMMU AND KASHMIR, INDIA

## Part - I

(To be filled in by the College Office)

- A. a) Name : .....
- b) Date of Birth : .....
- c) Address (Residential and Postal) : .....
- d) Designation : .....
- e) Date of appointment : .....
- (i) as an Assistant Professor : .....
- (ii) to the Present Post: .....
- f) Area of Specialization: .....

## B. Period of Absence:

- a) On leave during the period under report : .....
- (including the nature of leave taken)
- b) On training or participation in any : .....
- academic activity

## Part - II

(To be filled in by the concerned College Teacher)

1. Subjects on which research projects : .....
- carried out
2. Number of the research paper published, : .....
- indicating Name of the Journals
3. Students Registered : .....
- i) For M. Phil : .....
- ii) For Ph. D. : .....
4. Details of Refresher/Orientation Courses, : .....
- Seminars, Conferences and Workshop
- attended, indicating the names of relevant : .....
- organizations and the period involved : .....
5. Classes taught, initial number of periods taken during the teaching period under report
- | Classes                  | Lectures | Practical | Tutorials |
|--------------------------|----------|-----------|-----------|
| a) Part I(Sem I & II)    | .....    | .....     | .....     |
| b) Part II(Sem III & IV) | .....    | .....     | .....     |

6. The extent of regularity and punctuality in attending to the assignment of:
- a) Teaching : .....
  - b) Curricular Activities : .....
  - c) Extra Curricular Activities : .....
7. Quantum of evaluation of courses taught indicating the mode of evaluation : .....
8. Average No. of clock hours put in for a week during the teaching period of the year under report (average to be indicated on month to month basis) : .....
9. Details of any innovation/ special contributions made during the year report in;
- a) Teaching Methods : .....
  - b) Evaluation Methods : .....
  - c) Laboratory Experiments : .....
  - d) Preparation of Recourse Material : .....
  - e) Remedial : .....
10. Any special contribution made in;
- a) The general development of the institution : .....
  - b) Co-curricular activities of the institution : .....
  - c) Enriching the campus life, sports and cultural activities, college hostel. : .....
  - d) The welfare of the students & maintaining of discipline : .....
  - e) Community work (values of national interest secularism : .....
  - peace, NSS, National literacy mission & other similar activities)
11. Please indicate in brief (not more than 50 words)
- a) Any special achievements made in the field of your subject. : .....
  - .....
  - .....
  - .....
  - b) Any difficulties faced in discharging your assignment, also suggest remedial measures therefore: .....
  - .....
  - .....
  - .....

Signature of the College Teacher: .....

Name (in capital letters): .....

Place: .....

Date: .....



**Part - III**

(To be filled in by the concerned College Principal)

Note: Every answer shall be given in a narrative form in unambiguous and simple language, choosing the words and phrases very carefully and should reflect accurately the intention of the authority recording the answer. Please do not use the ominous expressions "outstanding" or "poor" while giving the answer against any of the attributes.

1. Please comment on the Part- I as filled in by the college teacher and specifically state whether you agree with the statement made by the college teacher. Whenever there may be disagreement reasons in brief, thereof may be indicated: .....

2. Please give your assessment about the college teacher, commenting upon the following traits/attributes:

- a) General information : .....
- b) Teaching : .....
- c) Initiative, creativity, resource fullness and willingness to take responsibilities : .....
- d) Efforts made in improving the professional competence : .....
- e) Sincerity and devotion to duty : .....
- f) Relations with the college colleagues and subordinates : .....
- g) Rapports with the student community and reputation as a teacher : .....
- h) Integrity : .....
- i) Punctuality : .....
- j) Intelligence : .....

3. Please state if the college teacher has;

- i. Been punished for any lapses during the period under report : .....
- ii. Received any commendation during the period under report : .....

4. Overall Grading (Please out ring around the appropriate grade and strike out the rest)

- a) Outstanding
- b) Excellent
- c) Good
- d) Satisfactory
- e) Below job requirement

Note: Teacher should be graded "outstanding" or "excellent" unless exceptional qualified performances have been noticed. Grounds for giving higher of the two grades should be clearly brought out.

Place: .....

Signature : .....

Dated: .....

Name : .....  
(in capital letters)

**Part - IV**

**REMARKS OF THE REVIEWING AUTHORITY.**

Place: ..... Signature : .....

Dated: ..... Name : .....

(In capital letters)

Designation : .....

**Part - V**

**REMARKS OF THE REVIEWING AUTHORITY.**

Place: ..... Signature : .....

Dated: ..... Name : .....

(in capital letters)

Designation : .....

## FORM OF CONFIDENTIAL ROLLS OF SECTION OFFICERS.

1. Name of the officer.
2. Date of birth
3. Present Grade.
4. Date of continues appointment to the present grade.
5. Sections in which employed during the year and period of service in each

### Assessment by the Reporting Officer

(In making the assessment reporting Officer keep in view speed and quality of perform as revealed by the O & M date e.g Inspection Report Control Chart, Arrear Statement Proper exercise of delegated powers etc).

- 1- Supervision and disciplines and work among his staff.
- 2- Maintaining order and discipline and check late attendance.
- 3- Handling of dak and exercise of proper discretion in making it for perusal of higher Officer.
- 4- Capacity for ensuring prompt disposal of work and submission of the various O&M and other returns.
- 5- Submission of cases in proper order(i.e whether all relevant papers are put properly referenced without errors or mis-statements of facts).
- 6- Capacity of train,help, advise his staff and handle his subordinates.
- 7- Knowledge of procedure and regulations.
- 8- Ability of handling intricate cases.
- 9- Has he been responsible for any outstanding work during the period under report meriting special commendation ? If so, what ?
- 10- Has he been remanded for indifferent work or for other cases during the period under report? If so, give brief particulars.
- 11- Remarks as to defects in character, indebtedness etc. which may militate against efficiency and suitability for particular type of work.
12. General assessment of personality Character and temperament including relations with fellow employees etc.
13. Assessment of integrity(if anything adverse has come to your notice please specify it also.)
- 14- Grading.

OUTSTANDING /VERY GOOD /GOOD/ FAIR/ POOR.



Remarks of the Reviewing Officer:

The Reviewing Officer should carefully consider and state whether he accepts assessment recorded by the Report Officer in all respects. If he differs in any respect the facts should be clearly stated.

**Signature of Reviewing Officer  
(with name and designation)**

Remarks of the Accepting Officer.

**Signature of the Accepting Officer,  
(with name and designation)**

**Higher Education Department** Biometric Attendance System

Today's Attendance Summary Date: April 19, 2024

**Registered Employees**  
9245

More info

**Active Employees**  
8794

More info

**Present Today**  
5122

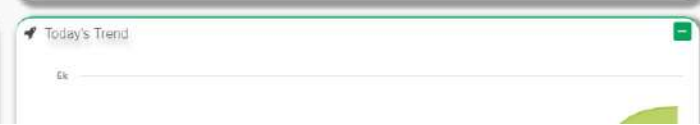
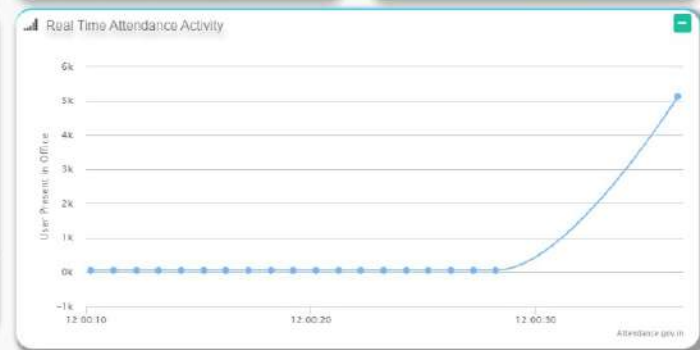
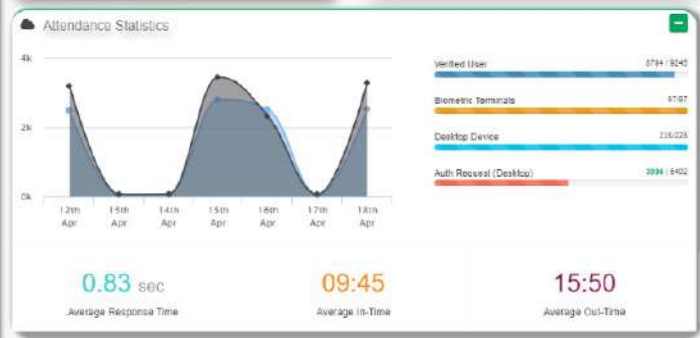
**Out Today**  
54

More info

**Total Registered Devices**  
325

Tablet	Desktop
97	228

More info





सत्यमेव जयते

Employee Performance Monitoring Portal (EPM)  
Government of Jammu and Kashmir



## EMPLOYEE DETAILS

Name : MADHU BALA

CPIS ID : KISEDU00060004

Designation : Asstt. Professor

Mobile No : 7051335897

email ID : madhu512@gmail.com

Department : Higher Education Department

Office : PRINCIPAL GOVT. S.P.M.R COLLEGE OF  
COMMERCE JAMMU

Sync

## REPORTING OFFICER DETAILS

Request is Pending  
with [RAJINDER  
SINGH] CPISID:  
[TTJHED00530139]

