



Government of Jammu and Kashmir
Directorate of Technical Education, J&K,

email jkdte1@gmail.com Phone No Sgr: 0194-2491613,2491668 Jammu 0191-2451345,2435190

Sub: Submission of Annual Performance Report (APRs) in respect of Gazetted and Non-Gazetted Officers/officials working in the subordinate offices of the Directorate of Technical Education.

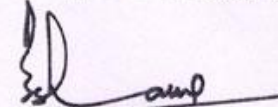
CIRCULAR

It is impressed upon the Provincial Joint Directors Technical Education, Principal/Superintendent, Polytechnics/ITIs to initiate APRs of the subordinate staff, including Gazetted, Non-Gazetted and Class-IV working under them for the year 2018-2019 as per the procedure and protocol. The APRs duly completed in all respects shall be finalised at the level of Subordinate officers up to 24th of June and submitted to this Directorate by or before 30th June, 2019 positively.

The following instructions should be strictly adhered to:

1. The APRs for last 3 years and posting details of the employees as per GAD format for seeking vigilance clearance in respect of prospective candidates to be considered for promotion.
2. The APRs be initiated only for those employees who are borne on the permanent establishment of the Department.
3. The APRs shall be recorded in such a manner that it must serve the purpose for which these are required.
4. The comments as to the performance of the faculty of the Polytechnics/ITIs including Supervisory staff shall be specifically recorded with reference to their substantial duties as per the guidelines laid down in the Workshop/Training Manual as the case may be. The details of the trainees admitted in their respective Streams/trades, subsequent dropouts, reasons for such dropouts, trainees appeared in the examination and the result percentage in the particular session.
5. The reports as to the performance of general employees shall be distinctly recorded as per the duties attached with their respective posts.
6. The traits, behaviours and shortcomings of the employees in the particular areas of their duties may not be concealed.

Receipt of the Circular be acknowledged.


(Dr. R. S. Sharma) KAS

Director,
Technical Education

No: DTE/101/APP/15/903-386/511-550
Dated: 20.06.2019

Copy to:

1. Joint Director, Polytechnics, J&K Jammu for information.
2. Joint Director, Technical Education, Jammu/Kashmir for information.
3. Principal/Superintendent/Polytechnic/ ITI All for information.
4. Circular file.