



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

Subject: Extension in filing of 4<sup>th</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 4<sup>th</sup> quarter (October-December,2024) were required to be submitted in the first week of January, 2025. 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 4<sup>th</sup> quarterly report viz. (October-December,2024) on the EPM.

In this backdrop, the timeline for submitting the self assessment report for the 4<sup>th</sup> quarter (October-December,2024)) is extended till **25.03.2025**. Sequel to which, the timeline for subsequent review by reporting/controlling officers for the 4<sup>th</sup> Quarter (October-December,2024) is also extended till **31.03.2025**. 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/-**

(M. Raju) IAS

**Commissioner/Secretary to the Government**

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

Dated: 19.03.2025

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Additional Chief Secretary to the Hon'ble Chief Minister.
3. Director General of Police, J&K.
4. Director General, J&K Institute of Management, Public Administration and Rural Development.
5. All Principal Secretaries to the Government.
6. Principal Secretary to Hon'ble Lieutenant Governor.
7. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
8. All Commissioner/Secretaries to the Government.
9. Chief Electoral Officer, J&K.

10. Principal Resident Commissioner, J&K Government, New Delhi.
11. Divisional Commissioner, Kashmir/Jammu.
12. Director, Anti Corruption Bureau, J&K.
13. Chairperson, J&K Special Tribunal.
14. Secretary, J&K Public Service Commission/BoPEE/SSRB.
15. All Heads of the Department/Managing Directors/Secretary, Advisory Boards.
16. All Deputy Commissioners.
17. Director Estates, Kashmir/Jammu
18. Director, Archives, Archaeology and Museums, J&K.
19. Director Information, J&K.
20. Secretary, J&K, Academy of Art, Culture & Languages.
21. General Manager, Government Press, Jammu/Srinagar.
22. Private Secretary to the Hon'ble Deputy Chief Minister.
23. Private Secretary to all the Hon'ble Ministers.
24. Private Secretary to Chief Secretary, J&K.
25. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
26. Incharge website, GAD
27. Stock file. *"Hindi and Urdu version order shall follow"*.

*Roopali Arora*  
19/03/2025  
(Roopali Arora) JKAS,

**Under Secretary to the Government**

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