



**UNION TERRITORY OF JAMMU AND KASHMIR**  
**OFFICE OF THE CHIEF EDUCATION OFFICER, DODA**

**Near Dak Bangalow Doda City, Doda**

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**Subject: Employee Performance Monitoring System-regarding.**

**Reference: Circular No. 02-JK (GAD) of 2024 Dated: 11.01.2024**

**CIRCULAR**

In order to ensure evaluation of the efforts put forth by employees, the Employee Performance Monitoring System was introduced in the Union Territory of Jammu and Kashmir and relevant Instructions in this regard were issued in terms of Government Order No. 174-JK (GAD) of 2022 dated 17.02.2022 and Circular No. 08-JK (GAD) of 2022 dated 17.02.2022. This portal aims to systematically record accomplishments and tasks completed by employees. Beyond offering a platform for self-assessment, this initiative serves as a tool for reporting and controlling officers to enhance performance monitoring, thereby streamlining Human Resource Management practices.

With a view to further simplify the process, filing of self-assessment report by the employees and their subsequent review by their Reporting/Controlling Officers, shall be done on quarterly basis.

Whereas, during assessment of DDOs down the line, it has been reflected on the Portal that some DDOs failed to submit their self-assessment report in time which shows their lackadaisical approach and negligence towards the Govt. Orders/circulars. The DDOs who have not filled their report for 2<sup>nd</sup> quarter in time on EPM Portal shall be personally responsible for the consequences.

Whereas, it has also been observed that some DDOs have not been mentioning their proper detail while filling the report on portal viz. designation, School/Office Name.

In view of the directions issued by Govt. from time to time, it is directed to all DDOs to fill their complete report in time as per guidelines/instructions and if any DDO failed to submit report in time, his/her salary shall be kept withheld.

Chief Education Officer  
Doda

NO:CEO/D/ 21068-248  
Dated: 19-09-2024

**Copy to the:**

1. Director School Education Jammu for kind information, please.
2. All DDOs for necessary compliance with the direction to disseminate the instructions to all employees under their control.