

**Government of Jammu and Kashmir
Directorate of Rural Development Kashmir**

**Assistant Commissioner Development
(ACD) _____ (All)**

**Assistant Commissioner Panchayat
(ACP) _____ (All)**

**Executive Engineer REW
(Exen) _____ (All)**

**Block Developments Officer
(ACD) _____ (All)**

No:-DRDK/Estt/32/Gnl/2022/3988540000

Dated:- 9-12-2022

Subject: - Employees Performance Monitoring Portal-regarding

Sir/Madam,

Refer this office letter No. DRDK/Estt/32/Gnl/2022/5628-5827 dated 30-04-2022 & No. DRDK/Estt/32/Gnl/2022/29393-402 dated 06-10-2022 where under you were asked to share the performance report of each Panchayat Secretary and the field staff of your respective districts from the inception of EMP portal. However, till date only District Anantnag, Ganderbal and Kupwara have provided the said information and others have adopted lackadaisical approach and failed to submit the information till date. The negligent and casual approach adopted by the defaulting officers shall not be tolerated under any circumstances and disciplinary action under Conduct Rules shall be initiated against the derelict officers / officials besides same shall be reflected in their annual performance reports/ service records.

Your attention is also invited towards the low participation in the on-going Capacity Building Training Programme in your respective Districts for which Commissioner Secretary RD&PR have conveyed her displeasure.

In view of the displeasure expressed by the Commissioner Secretary RD&PR and non-submission of performance report of Panchayat Secretaries & other field staff, you are directed to :-

- 1. take on-board all officers/officials on the EPM portal.**
- 2. furnish the performance report of all Panchayat Secretaries & other field staff showing the details/ targets of works approved, taken-up , completed, finalized, under-progress (Halqa-wise) and percentage of achievement.**
- 3. take action against the non-cooperative / defaulting Officers/ Officials under norms for dereliction of duties and non-performance.**
- 4. ensure full participation in the on-going Capacity Building Training Programmes without any laxity.**

Yours faithfully

Imam Din (JKAS)

Director

Rural Development Department
Kashmir

Agriculture Complex Lalmandi Srinagar 190008

9/12/22