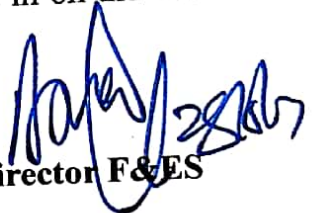


**Confidential/ Urgent**

Subject: **Writing up of Annual performance report (APRs) of upper subordinates of J&K Fire and Emergency Services**

Enclosed please find blank revised APR format in respect of the upper subordinates; separately for Executive Cadre and the Ministerial Executive Cadre. The revised format may please be adopted for writing up and maintenance of APRs in respect of all the upper subordinates (SO, STO and DFO and equivalent ranks) of the Department for the year 2020-21 and onwards.

2- Further, it may please be ensured that APRs of all upper subordinates who have worked under your supervision during the year 2020-21 are submitted on the revised format as referred to above duly commented upon in the capacity of Initiating/ Reviewing Authority (as the case may be) and forwarded to this Directorate for further course of action. Instructions as already issued vide this office circular No. 427/DF&ES of 2021 dated 27.04.2021 should be adhered to in letter and spirit while dealing with the APRs. The APRs earlier prepared and filled in on the old format have not been entertained.

  
Director F&ES

**Jt Directors Jammu/Kashmir**  
**DD F&ES Jammu/Srinagar**  
**All Command officers in J&K:**  
**ADO F&ES Hqrs J&K Srinagar**  
**AO F&ES Hqrs J&K Srinagar.**

NO: DF&ES/PS/APRs/2021/ 154-60

Dated: 28.05.2021

Encl: As above ( 02 lvs)

**ANNUAL PERFORMANCE REPORT (APRs) IN RESPECT OF THE  
UPPER SUBORDINATES OF EXECUTIVE CADRE OF F&ES FOR  
THE PERIOD 2020-21.**

**PERSONAL DATA**

(To be filled in by the Department /Office)

Name of the officer	
Designation	
Date of birth	
Grade	
Present post	
Educational Qualification	
Detail of trainings undergone during the year	

**REMARKS**

S.No		Outstanding	Very Good	Good	Average	Below Average
01.	Appearance, Turnout and Physical fitness					
02.	Intelligence					
03.	Initiative, drive & determination					
04.	Diligence & dedication					
05.	Power of Management in crises situation					
06.	Sobriety & maturity					
07.	Power of expression (both written & Oral)					
08.	Knowledge of procedures					
09.	Discipline/punctuality					
10.	Ability to work in a team					
11.	Dependability					
12.	Dealing with public					

**INTEGRITY:**

**General remarks of the Initiating Officer.**

GRADING

(Outstanding/Very Good/Good/  
Average/Below Average)

Signature of the Initiating Authority  
Designation:  
Name:  
Dated:

**REMARKS OF THE REVIEWING AUTHORITY**

GRADING

Outstanding/Very Good/  
Average/Below Average)

Signature of the Reviewing Authority  
Designation:  
Name:  
Dated:

**REMARKS OF THE ACCEPTING AUTHORITY**

GRADING

Outstanding/Very Good/  
Average/Below Average)

Signature of the Accepting Authority  
Designation:  
Name:  
Dated:

**ANNUAL PERFORMANCE REPORT (APRs) IN RESPECT OF THE  
UPPER SUBORDINATES OF MINISTERIAL EXECUTIVE CADRE OF  
F&ES FOR THE PERIOD 2020-21.**

**PERSONAL DATA**  
(To be filled in by the Department /Office)

Name of the officer	
Designation	
Date of birth	
Grade	
Present post	
Educational Qualification	
Detail of trainings undergone during the year	

**REMARKS**

S.No		Outstanding	Very Good	Good	Average	Below Average
01.	Appearance, Turnout and Physical fitness					
02.	Intelligence					
03.	Initiative, drive & determination					
04.	Diligence & dedication					
05.	Speed of disposal					
06.	Sobriety & maturity					
07.	Power of expression (both written & Oral)					
08.	Discipline/punctuality					
09.	Ability to work in a team					
10.	Dependability					
11.	Knowledge of Rules/procedures					
12.	Proficiency in typing/shorthand					
13.	Proficiency in Urdu typing					
14.	Knowledge of Computers					
15.	Dealing with public					

**INTEGRITY:**

GRADING

(Outstanding/Very Good/Good/  
Average/Below Average)

Signature of the Initiating Authority  
Designation:  
Name:  
Dated:

**REMARKS OF THE REVIEWING AUTHORITY**

GRADING

Outstanding/Very Good/  
Average/Below Average)

Signature of the Reviewing Authority  
Designation:  
Name:  
Dated:

**REMARKS OF THE ACCEPTING AUTHORITY**

GRADING

Outstanding/Very Good/  
Average/Below Average)

Signature of the Accepting Authority  
Designation:  
Name:  
Dated: