



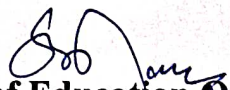
**GOVERNMENT OF UT JAMMU AND KASHMIR
OFFICE OF THE CHIEF EDUCATION OFFICER, JAMMU**

CIRCULAR

In reference to the various orders issued by the General Administration Department J&K, processing of Annual Performance Reports on Sparrow Portal for the assessment year 2021-22. In this regard , All Principals/ZEOs/Headmasters of the district Jammu are hereby directed to submit the proforma (Annexure A and Annexure B) of all the gazetted officers working under their control to this office by or before 07-12-2022 without fail so that creation /distribution of APRs may be sent through online mode to all concerned gazetted officers for further processing.

Enclosures: (02 Pages)

NO: CEOJ/23331-32
Dt: 05-12-2022.


Chief Education Officer
Jammu 15/12/2022

Copy to the: -

1. Director School Education Jammu for information please.
2. Joint Director JKS Range for information please.

ANNEXURE (A)

Service Code:	JKEDU
Individual's Computer Code (CPIS) :	E.G ABCEDU00010002
3. Name of the Officer :	NAME OF THE PRINCIPAL/LECTURER/ZEO/HEADMASTER
4. Designation:	DESIGNATION DURING 2021-22 (IF PROMOTED DURING 2021-22, WRITE THE DESIGNATION IN WHICH MOST OF THE MONTHS OF 2021-22 WORKED)
5. Date of birth:	E.G. 01.01.1980
6. Grade:	PAY LEVEL 6E/8/9 ETC. e.g. 52700-166700 (Level-9)
7. Date of continuous appointment in the present grade:	DATE FROM WHICH WORKING IN PRESENT PAY LEVEL. e.g. 01.01.2021
8. Present Post	CURRENT DESIGNATION AS ON NOVEMBER 2022 E.G. PRINCIPAL/ IC PRINCIPAL/ LECTURER/ SR LECTURER/ IC LECTURER/ ZEO/ HEADMASTER/ IC HEADMASTER
9. Date of appointment to present post:	DATE FROM WHICH APPOINTED OR PROMOTED TO CURRENT DESIGNATION E.G. 01.01.2022
10. Period of absence from duty on leave, training, etc. during the year	DATES OF LEAVE/ TRAINING ETC. (FROM – TO)E.G. LEAVE: 01.03.2021 TO 30.03.2021 OR NIL
11. Date of filling the Annual Property Returns, indicating the department from where the return was filed:	DATE OF FILLING ANNUAL PROPERTY RETURNSE.G. 01-01-2022 along with department name
12. Qualification (a) Academic: (b) Professional	E.G MA/ M.SC/ BA/B.SC B.ED/ M.ED ETC

(B)

Year 2021-22	Name of the Officer (with CPIS Code)	Designation during the period	Present designation
Initiating /Reporting Authority	E.G. ABC (PLEASE WRITE CPIS CODE OF THE OFFICER) IF OFFICERS HAVE CHANGED DURING 2021-22 THEN PROVIDE DETAILS OF THE OFFICER WHO HAS BEEN FOR MORE MONTHS DURING 2021-22	PRINCIPAL/ IC PRINCIPAL/ LOOK AFTER PRINCIPAL	CEO/ IC CEO/ LOOK AFTER CEO
Reviewing Authority	E.G. ABC (IN CASE OF CEO AS REVIEWING AUTHORITY, PLZ WRITE HIS CPIS CODE)	CEO	CEO
Accepting Authority	Provide the relevant details		

Signature of Employee

Seal and Signature of DDO

	Initiating/Reporting Authority	Reviewing Authority	Accepting Authority
Lecturer	Principal	CEO	Director (DSEJ)
Principal	CEO	Joint Director (Jammu Kathua Samba Range)	Director (DSEJ)
Headmaster	CEO	Joint Director (Jammu Kathua Samba Range)	Director (DSEJ)
ZEO	CEO	Joint Director (Jammu Kathua Samba Range)	Director (DSEJ)
ZEPO	ZEO	CEO	Joint Director (Jammu Kathua Samba Range)