

**Government of Jammu and Kashmir**  
**Directorate of Animal Husbandry**  
**Kashmir**  
**(Cowdadal Srinagar - 190001)**  
 .....

Ph.No. 0191-2133091 ..... E-mail: esv@jkaahdhusbandry.net ..... Fax: 0191-2170510

**Sub:-** Employees Performance Monitoring Portal (EPMS Portal) --reg.  
**Ref:-** GAD's Circular No. 08-JK(GAD) of 2022 dated 17-02-2022 ;  
 GAD's Order No. 174-JK(GAD) of 2022 dated 17-02-2022 &  
 Clarification issued under No. GAD-SERVOGENI/31/2022-09-GAD dated 03-03-2022.

**CIRCULAR**

It has been observed that the Officers/Officials of this Department are not submitting their Monthly Performance Report on EPMS Portal in accordance with the procedure to be followed.

With a view to have an objective assessment of work done by the employees in various wings of this Department, it is clarified that the Officers/Officials at different levels in the field/offices shall henceforth submit their Monthly Performance Report on EPMS Portal as under:-

S.No.	Designation	EPM to be submitted to
<b>1.</b>	<b>Directorate of Animal Husbandry Deptt Kashmir</b>	
i	Dy. Directors	Director
ii	Technical Officers/ VAS	Dy. Director (Adm)
iii	Sub-ordinate staff working in different Sections/Wings	Concerned Controlling Officer
iv	MTS (C-IVth)	Concerned Section officer
<b>2.</b>	<b>Organizations of Joint Directorates</b>	
i	Joint Director	Director
ii	Dy. Director/eqv.	Joint Director concerned
iii	LDO/eqv & VAS	Dy. Director concerned
iv	Sub-ordinate staff	Ministerial staff to Concerned DDO Executive/ Technical staff to concerned VAS/LDO
v	MTS (C-IVth)	Concerned Section officer
<b>3.</b>	<b>Dy. Director/eqv. and LDO/eqv. working independently</b>	
i	Dy. Director/eqv & LDO/eqv.	Director
ii	VAS	Dy. Director / LDO concerned
iii	Sub-ordinate staff	Ministerial staff to Concerned DDO Executive / Technical Staff to concerned VAS/LDO
iv	MTS	SO/HA/Concerned I/c Ministerial Wing/ I/c Vety Centre
<b>4.</b>	<b>Organization of Chief Animal Husbandry Officers.</b>	
i	Chief AH Officers	Director
ii	LDOs/eqv & BVOs	Chief AH Officer concerned
iii	Vety Asstt Surgeon	DDO Concerned ( BVO/LDO/CAHO)
iv	Sub-ordinate staff	Ministerial staff to Concerned DDO Executive / Technical staff to concerned VAS/LDO
v	MTS (C-IVth)	SO/HA/Concerned I/c Vety Centre

*[Signature]*  
 Director 21/1  
 Animal Husbandry Deptt.  
 Kashmir.

Copy to the:-

01. Joint Director \_\_\_\_\_
02. CAHO / Eqv. \_\_\_\_\_
03. Accounts officer (Directorate).
04. I/c Website / *2* *Performance Cell*  
 for information and n/a.