



Jammu & Kashmir Entrepreneurship Development Institute (J&KEDI)
(An organisation of Government of Jammu & Kashmir)
Sempora, Pampore (Kashmir)/ Bari Brahmna, Jammu

Shri Zahid Ali Dar,
Project Manager,
JKEDI Bari Brahmna.

Sub: Explanation.

Whereas, vide Government Order No:- 174-JK(GAD) of 2022 dated 17.02.2022 and Circular No:- 08-JK(GAD) of 2022 dated 17.02.2022 the General Administration Department JKUT ordered that all employees working in various Government Departments/ PSUs/Organizations shall upload their monthly achievements / performance on J&K Employees Performance Monitoring Portal w.e.f March, 2022.

Whereas, vide Circular No: - 02-JK (GAD) of 2024 dated 11.01.2024 as per the directions of the General Administration Department JKUT the time frame of the Employees Performance Monitoring was changed to quarterly for employees working in Pay Level 6 and above.

Whereas, as per the above referred to circular the employees were directed to submit their self-assessment report(s) on EPM in the 1st week of each quarter.

Whereas, vide notification issued under endorsement no: GAD-SERVOGENL/31/2022-09-GAD dated 06.11.2024, the time line for submission of quarterly self-assessment report(s) on EPM for Q3 was extended till 15.11.2024.

Whereas, via official WhatsApp group the HR Section had time and again reminded all the employees for submission of quarterly self-assessment report(s) on EPM.

Whereas, during the review of the Quarterly assessment reports (s) for Q3, by the Competent Authority on the EPM portal it has been found that you have failed to submit the required reports for Q1, Q2, and Q3, within the specified time frames. The matter has been viewed with utmost seriousness for such negligence by the Competent Authority.

Now therefore, through this instant notice you are hereby directed to explain your position in writing within two days, as to why disciplinary action shall not be initiated against you as per the norms/rules of the Institute.

By Order of the Director J&KEDI


26/11/2024
Manager HR

No: JKEDI/HR/MISC/2024/234-235

Dated: 26.11.2024

Copy to:

1. Directors Secretariat fkiio the Director.
2. I.T Section for information & necessary Action.