



Circular

It is impressed upon all the Head of the Departments/ Drawing and Disbursing officer(s), Medical Superintendent(s), Dy. Medical Superintendent(s), of this institution to furnish the Annual Performance Reports (APR's) of all the sub ordinate employees (Gazetted / Non Gazetted) pertaining to their respective departments as per the guidelines envisaged in Govt. order No. 1311-GAD of 2001 dated 09-11-2001. Besides, following procedures may also be adopted while formulating the Annual Performance Reports of the employees enrolled on substantive basis.

- 1) That only after the completion of financial year (after 31st March), the Annual Performance Report may be furnished strictly as per the detailed procedure through a special messenger to this office with proper seal and signature under confidential cover.
- 2) That only officers working on substantive basis can initiate the APR's of employees working on substantive basis at their respective offices and hospitals as per the following procedure while furnishing the APR's.
- 3) That the officers belonging to Gazetted cadre viz, Medical Superintendent(s), Dy. Medical Superintendent(s), Doctors (Medical Officers) shall forward their APR's through designated Sparrow portal (online) and no offline formats shall be accepted.

Category of officers and officials	Initiating officer	Reviewing authority	Accepting authority
Medical Superintendent of associated Hospitals.	Administrator	Secretary Incharge	Minister Incharge
Dy. Medical Superintendent	Medical Superintendent	Administrator	Secretary Incharge
Doctors, Matron and other gazetted staff in attached hospitals	Medical Superintendent	Administrator	Administrator/ Director Health Services
All Non-gazetted staff of associated hospitals	Dy. Medical Superintendent	Medical Superintendent/ Personnel Officer (Associated Hospitals)	Administrator
All non-gazetted staff (Administration)	Concerned Desk Officer/Controlling Officer/DDO	Personnel Officer (Associated Hospitals)	Administrator

Mohammad Ashraf Hakak

Mohammad Ashraf Hakak [JKAS]
Administrator

Associated Hospitals Srinagar

Dated:- 12 -03-2026.

NO:- GMCS/AAH/2026/9752 - 61

Copy for information and necessary action to the:-

01. Principal/Dean, Govt. Medical College Srinagar
02. Head of Department, _____, GMC Srinagar.
03. Registrar Academics, GMC Srinagar.
04. Personnel Officer Associated Hospitals, Srinagar.
05. Medical Superintendent _____, Hospital, Srinagar.
06. Chief Accounts Officer/Financial Advisor, GMC Srinagar.
07. Chief Accounts Officer, Associated Hospitals Srinagar.
08. Administrative Officer, Govt. Medical College.
09. Officer In-charge IT section for uploading on the official website.
10. General notice board.