

**GOVERNMENT OF JAMMU & KASHMIR,  
OFFICE OF THE ADVOCATE GENERAL**

[High Court Complex, Janipur Jammu, 180007 [Nov-April] /High Court Complex, Srinagar, 190009 [May-Oct]  
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Subject: Employees Performance Monitoring [EPM] Portal in Advocate General's Organisation.

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**Circular No. 11 -AG**  
**Dated: 03 .09.2022**

Whereas, most of the employees/staff of this organisation is working directly with the Govt. Counsels viz; Ld. Advocate General, Senior/Additional Advocate Generals / Dy. Advocate Generals and Govt. Advocates, who are non-CPIS members, which is pre-requisite for registration in epm.jk.gov.in [EPM portal].

Whereas the matter was referred to the Government in General Administration Department and Law Justice & Parliamentary Affairs Department, for guidelines or creating a mechanism by NIC for the purpose, vide No.AGJK/Adm/Coord-14/2022/02/239-40 dated: 15.03.2021.

Whereas, the Law, Justice and Parliamentary Affairs Department has vide No.LAW-Estt/69/ 2022-10 dated: 11.08.2022, issued instructions that the Administrative Officer is the Reviewing Officer already having CPIS ID in the Advocate General's Organisation to assess the monthly performance of the employees of the Advocate General's Office on Employees Performance Monitoring [EPM] Portal in terms of Government Order No.174-JK(GAD) of 2022 dated 17.02.2022.

Therefore, in view of the above Government instructions, it is incumbent upon all the staff working directly with the Law Officers/ Government Counsels that their performance shall be reviewed by the Administrative Officer [ADO] henceforth on the basis of feedback from the Law Officers/ Government Counsels; viz; Ld. Advocate General, Senior/Additional Advocate General / Dy. Advocate Generals / Government Advocates on the basis of ranks given i.e. Poor/ Good/ Very Good/ Excellent, as per the portal guidelines. The monthly performance reports of the staff shall reach the Reviewing Authority by or before 5<sup>th</sup> of next month positively, on following format:-

S. No.	Name and designation	Rank			
		below 50% Poor	50-70% Good	+70-<80% Very Good	80% and above Excellent
1					
2					

NB: For Excellent performance, a brief description of cases shall be attached with statistical data of targets and achievements of assignments.

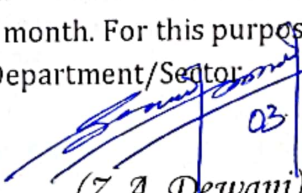
As regards ADO [who is the Reviewing Authority for the staff of Advocate General Office], the information as would be received from Ld. Advocate General, shall be forwarded to the Administrative Secretary Law Justice & Parliamentary Affairs Department, for recording the performance of the officer.

1/1/22

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It is further, enjoined upon to all the Law Officers/Govt. Counsels to follow the circular in letter and spirit particularly time limitations and any deviation shall be viewed seriously. The remarks once made shall not be revocable unless given with cogent reasons not later than 8<sup>th</sup> of next month. For this purpose, the Law Officer/Govt. Counsel shall be the LO/GC of major Department/Sector.

By Order:

  
(Z.A. Dewani)  
Administrative Officer,  
with Advocate General, J&K

No: AGJK/Adm/Cord-14/2022/02/6762-66

Dated: 03 -09-2022

Copy for information and necessary action to the:

1. Secretary to Government, Law, Justice and PA Department, J&K. Jammu, for information.
2. All Sr. AAGs/ AAGs/ DAGs/GAs, Jammu / Srinagar.
3. Senior Private Secretary/ Accounts Officer, for compliance.
4. Section Officer, [A&C], to circulate through WhatsApp group, for information.
5. All Stenographers / Legal Assistants etc., for compliance.
6. Circular file.
7. Concerned file.