



## Jammu & Kashmir Waqf Board

Sonwar, Srinagar J&K

**Subject: Annual Performance Report (APR) System (Kashmir Division) – Reg.**

**Order No:** 129 of 2026  
**Dated:** 12/02/2026

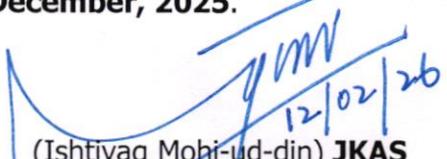
In order to introduce a uniform, structured and objective mechanism for assessment of the performance, conduct and integrity of employees, it is hereby ordered that an **Annual Performance Report (APR) system** is instituted in the **Board** with immediate effect. The APR system shall be applicable to all employees working in the J&K Waqf Board and its offices and establishments within the **Kashmir Division**. And shall be recorded annually for the period commencing from **1<sup>st</sup> January and ending on 31<sup>st</sup> December**.

The APR shall be carried out through a three-tier mechanism comprising the immediate superior officer as the Initiating Authority, the next higher authority as the Reviewing Authority and the Head of Office / Head of Department / DDO or other competent authority as the Accepting Authority, strictly as per the administrative hierarchy of the Board. The assessment shall, inter-alia, be based on the manner of discharge of duties assigned during the relevant period, efficiency, punctuality and devotion to duty, sense of responsibility, conduct, discipline and integrity, behaviour in the discharge of official functions and capacity to perform supervisory functions, wherever such duties are entrusted. The prescribed APR format is enclosed as **Annexure-A**, while the post/designation-wise details of employees indicating the Initiating, Reviewing and Accepting Authorities are **enclosed as Annexure-B, forming an integral part of this order**.

Any remarks reflecting adverse performance or below-benchmark grading shall be communicated to the concerned employee in writing, who shall be afforded an opportunity to submit a representation. Such representation, if any, shall be examined and disposed of by the competent authority in a reasoned and time-bound manner. All Initiating, Reviewing and Accepting Authorities shall ensure that the Annual Performance Reports are recorded objectively and within the prescribed time. The process of recording and completion of APRs shall be finalized by the last day of February following the close of the assessment period. Failure to record the APRs within the prescribed time without valid justification at the processing levels shall be viewed seriously and appropriate responsibility shall be fixed.

The APR shall form part of the confidential service record of the employee and shall remain in the custody of the **Establishment Section**. The remarks and gradings recorded in the APRs shall form the basis for consideration of service benefits, including promotions and other service-related matters, as per the applicable rules and regulations. This order shall come into force with immediate effect. The first assessment under this system shall be recorded for the period **January to December, 2025**.

**By order of the Hon'ble Chairperson.**

  
 (Ishtiyaq Mohi-ud-din) **JKAS**  
 Executive Magistrate (Tehsildar)  
 J&K Waqf Board,  
**Dated:** 12/02/2026

**No:** JKWB/PA-Teh/12071-78  
**Copy to the:**

1. Special Officer Auqaf, J&K Government, for favour of information.
2. Executive Engineer, J&K Waqf Board for information.
3. Private Secretary to the Hon'ble Chairperson (MoS), J&K Waqf Board for kind information of the Hon'ble Chairperson.
4. All Administrators / Principals / Section Heads, J&K Waqf Board — for information & compliance.
5. S.O. Administration, J&K Waqf Board for information and necessary action.
6. Office record file.



**Jammu & Kashmir Waqf Board**  
Sonwar, Srinagar J&K

**ANNUAL PERFORMANCE REPORT (APR)**  
**PART – I : PERSONAL DATA**

**ANNEXURE—A**

**Name of the Employee** .....

**Designation:** .....

**Place of Posting**.....**Office/Establishment:**.....

**Period of Report:** .....

**Period of absence from duty, if any (leave, training, etc.)**.....

**PART – II : ASSESSMENT OF THE INITIATING AUTHORITY**

General Assessment (tick the appropriate column):

Parameter	Excellent	Good	Satisfactory	Below Job Requirement	Poor
Manner of discharge of duties assigned					
Efficiency and punctuality					
Sense of responsibility and devotion to duty					
Knowledge of work and procedures relevant to assigned duties					
Efficiency and promptness in disposal of work					
Conduct, discipline and integrity					
Behaviour in discharge of official functions					
Ability to work in coordination with others					
Capacity to perform supervisory functions (wherever such duties are entrusted)					

**Overall Grading**  Excellent  Good  Satisfactory  Below Job Requirement  Poor

**REMARKS OF INITIATING AUTHORITY:**

Signature: \_\_\_\_\_

Name (in block letters): \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**PART – III**

**REMARKS OF REVIEWING AUTHORITY**

**Overall Assessment:**  Excellent  Good  Satisfactory  Below Job Requirement  Poor

Signature: \_\_\_\_\_

Name (in block letters): \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**PART – IV**

**REMARKS OF ACCEPTING AUTHORITY**

**Final Grading:**  Excellent  Good  Satisfactory  Below Job Requirement  Poor

Signature: \_\_\_\_\_

Name (in block letters): \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_





**Jammu & Kashmir Waqf Board**  
Sonwar, Srinagar J&K

**ANNEXURE—B**

S. No	Employee	Initiating Authority	Reviewing Authority	Accepting Authority
<b>CENTRAL OFFICE</b>				
1	Sr. Controller/Controller/Sr. P.A / Senior Scale Stenographer	TEHSILDAR / DDO	CEO / TEHSILDAR	CHAIRPERS ON
2	Section Officer/Revenue Officer/Estates Officer/Auqaf Officer/P.A/AOO / or any other officer holding an equivalent post in the corresponding pay level	TEHSILDAR / DDO	CEO / TEHSILDAR	CHAIRPERS ON
3	Publication Officer/Cashier/Sr. Accountant/Legal Assistant/Head Assistants/Computer Operator/Accounts Assistant/Junior Assistant/Collector/Driver/ Class IV/Security Guard/Sweeper/ or any other equivalent post in the corresponding pay level	S.O. / SECTION HEAD	TEHSILDAR / DDO	CEO / TEHSILDAR
<b>SHRINES/MOSQUES</b>				
1	ADMINISTRATOR	TEHSILDAR / DDO	TEHSILDAR / CEO	CHAIRPERS ON
2	Assistant ADMINISTRATOR/Supervisor/Accountant/ or any other equivalent post in the corresponding pay level	ADMINISTRATOR	TEHSILDAR / DDO	CEO / TEHSILDAR
3	Muhasil/Driver/Security Guard/Class IV/Sweeper/ or any other equivalent post in the corresponding pay level	ADMINISTRATOR	TEHSILDAR / DDO	CEO / TEHSILDAR
<b>ENGINEERING WING</b>				
1	Assistant Engineer / Junior Engineer	EXECUTIVE ENGINEER	CEO / TEHSILDAR	CHAIRPERS ON
2	Draftsman/Supervisor/ or any other equivalent post in the corresponding pay level	EXECUTIVE ENGINEER	TEHSILDAR / DDO	CEO / TEHSILDAR
3	Junior Assistant/Electrician/Plumber/Class IV/ or any other equivalent post in the corresponding pay level	A.E.E	EXECUTIVE ENGINEER	CEO / TEHSILDAR
<b>EDUCATION</b>				
1	Education Officer / Principal Nursing College, Hr Sec & School/Asst Education Officer/ or any other equivalent post in the corresponding pay level	TEHSILDAR / DDO	CEO / TEHSILDAR	CHAIRPERS ON
2	Lecturer/Tutor/Headmaster/Master/Teacher/ or any other equivalent post in the corresponding pay level	PRINCIPAL	TEHSILDAR / DDO	CEO / TEHSILDAR
3	Junior Assistant/Computer Operator/Lab. Assistant/Lib Assistant/ Attendant/Driver/Class IV/Security Guard/Sweeper/ or any other equivalent post in the corresponding pay level	PRINCIPAL	TEHSILDAR / DDO	CEO / TEHSILDAR

**Note:** Preference shall be accorded to the first indicated authority. In the event of non-availability of the said authority, the next indicated authority shall discharge the functions of appraisal.