

Government of Jammu and Kashmir
Science and Technology Department
Civil Secretariat, J&K.

Subject:- Annual Performance Reports (APRs) of the Officers/Officials of Jammu & Kashmir Energy Development Agency (JAKEDA) and Jammu & Kashmir Science Technology and Innovation Council (JKST&IC).

**Government Order No.08 – JK (ST) of 2022
Dated: 25-03-2022**

It is hereby ordered that the procedure for writing up of the Annual Performance Reports (APRs) of the Gazetted/Non-Gazetted Officers/Officials of Jammu & Kashmir Energy Development Agency (JAKEDA) and Jammu & Kashmir Science Technology and Innovation Council (JKST&IC) shall be regulated hence forth as per **Annexure-A** and **Annexure-B** to this Order respectively.

By order of the Government of Jammu and Kashmir.

Sd/-

(Alok Kumar) IRS

Principal Secretary to Government
Science and Technology Department

Dated:-25 -03-2022

No: ST-Adm/22/2022-07

Copy to the:-

1. Chief Executive Officer, JAKEDA for information.
2. Addition Director, JKST&IC for information.
3. Private Secretary to Principal Secretary to Government, Science and Technology Department for information of the Principal Secretary.
4. Incharge Website (S&T).
5. Government Order file (w.2.s.c).

(Shafiq Ahmed) S&T/2022

Additional Secretary to Government
Science and Technology Department

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Annexure -A to Government Order No. 08-JK(ST) of 2022 Dated: 25-03-2022

Jammu and Kashmir Energy Development Agency (JAKEDA)

(A) Gazetted Officers

S No.	Name of the post	Initiating Officer	2 nd Initiating Officer (Optional if required)	Reviewing Authority	2 nd Reviewing Authority (Optional if required)	Accepting Officer/ Authority
1.	Chief Executive Officer	Administrative Secretary		Chief Secretary	Advisor Incharge/Minister Incharge	Hon'ble HLG or Hon'ble Chief Minister
2	Addl. CEO/ Superintending Engineer	Chief Executive Officer		Administrative Secretary		Advisor to HLG or Hon'ble Minister Incharge or Chief Secretary, as the case may be
3.	Chief Accounts Officer	Chief Executive Officer		Chief Executive Officer		Administrative Secretary
4	Deputy CEO/ Executive Engineer	Addl. CEO/ Superintending Engineer		Chief Executive Officer		Administrative Secretary
5	Administrative Officer	Deputy CEO/ Addl. CEO		Chief Executive Officer		Administrative Secretary
6	Asstt. Director Planning	Chief Accounts Officer		Chief Executive Officer		Administrative Secretary
7	Law Officer	Deputy CEO/Addl. CEO		Chief Executive Officer		Administrative Secretary
8	Sr. Technical Officer/ Assistant Engineer	Deputy CEO/ Executive Engineer		Chief Executive Officer		Administrative Secretary
9	Sr. Technical Officer (RE)	Deputy CEO/ Executive Engineer		Chief Executive Officer		Administrative Secretary

(B) Non-Gazetted Officials

S No.	Name of the post	Initiating Officer	2 nd Initiating Officer (Optional if required)	Reviewing Authority	2 nd Reviewing Authority (Optional if required)	Accepting Officer/ Authority
1	Section Officer	Administrative Officer		Deputy CEO		Chief Executive Officer
2	Asstt. Accounts Officer	Administrative Officer		Chief Account Officer		Chief Executive Officer
3	Sr. Scale Stenographer	Administrative Officer		Deputy CEO		Chief Executive Officer
4	Technical Officer	Administrative Officer/ Sr. Technical Officer		Deputy CEO		Chief Executive Officer
5	Research Assistant	Administrative		Deputy CEO		Chief Executive

27/03/2022

Annexure-B to Government Order No.08-JK(ST) of 2022
Dated: 25-03-2022

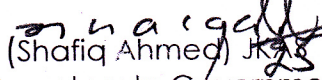
Jammu and Kashmir Science Technology & Innovation Council
(JKST&IC)

(A) Gazetted Officers (Technical cadre)

S. No	Name of the post	Initiating Officer	2nd Initiating Officer (optional) if required	Reviewing Authority	2nd Reviewing Officer (Optional), if required	Accepting Authority
1	Additional Director	Administrative Secretary	-	Administrative Secretary	-	Advisor to HLG or Hon'ble Minister Incharge or Chief Secretary, as the case may be
2	Joint Director	Additional Director	-	Administrative Secretary	-	Advisor to HLG or Hon'ble Minister Incharge or Chief Secretary, as the case may be
3	Deputy Director	Joint Director	-	Additional Director	-	Administrative Secretary
4	Assistant Director	Deputy Director	Joint Director	Additional Director	-	Administrative Secretary
5	District S&T Coordinator	Deputy Director	Joint Director	Additional Director	-	Administrative Secretary
6	Research Assistant	Deputy Director	Joint Director	Additional Director	-	Administrative Secretary

(B) Non-Gazetted Officials (Ministerial Staff)

S. No	Name of the post	Initiating Officer	2nd Initiating Officer (optional) if required	Reviewing Authority	2nd Reviewing Officer (Optional), if required	Accepting Authority
1.	Sr. Scale Stenographer	Joint Director		Additional Director		Additional Secretary/ Special Secretary
2.	Computer Assistant	Deputy Director		Joint Director		Additional Director
3.	Junior Scale Stenographer	Deputy Director		Joint Director		Additional Director
4.	Senior Assistant	Deputy Director		Joint Director		Additional Director
5.	Junior Assistant	Deputy Director		Joint Director		Additional Director
6.	Driver	Deputy Director		Joint Director		Additional Director
7.	Orderly	Deputy Director		Joint Director		Additional Director


 (Shafiq Ahmed) JKST/3/20
 Additional Secretary to Government

6	Head Assistant	Section Officer		Administrative Officer		Officer Chief Executive
7	Jr. Engineer	Assistant Engineer or Sr. Technical Officer		Executive Engineer/ Superintending Engineer		Officer Chief Executive Officer
8	Accountant	Assistant Account ants Officer		Chief Account Officer		Chief Executive Officer
9	Statistical Assistant	AD Planning		Chief Account Officer		Chief Executive Officer
10	Accounts Assistant	Assistant Account ants Officer		Chief Account Officer		Chief Executive Officer
11	Sr. Technician/ Sr. Operator/ Sr. Potter	Administrative Officer/ Sr. Technical Offi cer		Deputy CEO or Executive Engineer		Chief Executive Officer
12	Legal Assistant	Law Officer		Deputy CEO		Chief Executive Officer
13	Sr. Assistant/ Storekeeper	Section Officer		Administrative Officer/D eputy CEO		Chief Executive Officer
14	Jr. Assistant	Section Officer		Administrative Officer/D eputy CEO		Chief Executive Officer
15	Drivers	Administrative Officer		Deputy CEO		Chief Executive Officer
16	Technician/ Operator/Potter	Administrative Officer		Deputy CEO		Chief Executive Officer
17	Orderly / Chowkid ar	Administrative Officer		Deputy CEO		Chief Executive Officer

(Shafiq Ahmed) JK 25/3/2022

Additional Secretary to Government
Science and Technology Department

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