J&K Employees Performance Monitoring Portal (EPM) http://epm.jk.gov.in

This portal has been designed to capture the monthly work performance of the employees and officers of the Government of Jammu & Kashmir and the appraisal thereof by their respective Reporting / Controlling Officers. The portal shall be hosted at NIC Mini Data Centre at Jammu.

STEPS INVOLVED in USAGE

- An Employee shall register as a new user using their CPIS ID and create a password.

- The Employee shall then login using the CPIS ID as username and Password which they created at the time of registration, as mentioned above.

- After login, The Employee shall enter the CPIS ID of their Reporting Officer so that mapping of Reporting Officer ←→ Subordinate Official is complete.

- To submit their Monthly Performance Report (MPR), the Employee shall navigate to "**Submit Activities**" and Fill up the Form shown on the screen after selecting a Month from the Dropdown Menu. After filling up all parameters, they would click the **Submit** button.

- The Employee would be able to view their Submitted Report through "**View Activities -> View Report**" on selecting the Month from the Dropdown menu available in the same window. Print option to take a hard copy of the same is also provided.

- If an Employee is also a Reporting Officer, they may navigate to "**Review Subordinates**" to **View Reporting Officer Dashboard**.

- The Reporting Officer may click on the Colour Coded cells to View / Review subordinates. The meaning of the Colours is RED → Report not submitted by the Subordinate; GREEN → Report Submitted; BLUE → Report submitted and Reviewed / Graded.

- Reporting Officer may also view Grades assigned to their subordinates (out of 10) in the "**Review Submitted Reports -> View Grading Reports**" according to a Colour-coded scheme: GREEN → Excellent (>8); BLUE → (between 7 and 8); ORANGE (between 5 and 7); RED (below 5); PURPLE (Report not graded); GREY (Report not Received)