

Copy of Ref. No.D3.68359/90 dt. 1-1-1991 from the Chief Conservator of Forests, Thiruvananthapuram to All Subordinate Officers.

CIRCULAR NO.1/91

Sub:- Confidential Reports on officers for the year 1990 prompt submission –
Instructions regarding –

The Confidential Reports on Officers of the Department except those in the A.I.S. for the year 1990 are due on 1-1-1991. The following instructions are therefore issued for the preparation and maintenance of Confidential Reports for the year 1990.

1. All the Officers for whom the Confidential Reports are prescribed should forward the Confidential Report forms to the reporting officer with self-assessment on or before 15-1-1991.
2. The Reporting Officers on receipt of the Confidential Report forms from the officers reported upon, should prepare and forward the same to the countersigning authorities on or before 25-1-91.
3. The Countersigning Authorities on receipt of the Confidential Reports from the reporting officers will return the same to the reporting officers duly countersigned on or before 31-1-1991.
4. The reporting officers on receipt of the Confidential Reports from the countersigning authorities should show the same to the officers reported upon and obtain their signature on it and forward the same to the Chief Conservator of Forests (Protection) in the name cover on or before 15-2-1991.

The above instructions should be followed strictly. Any violations on the part of the officers will be viewed seriously and the same will be recorded in their Confidential Reports. Receipt of this Circular should be acknowledged.

K.J. JOSEPH,
Principal Chief Conservator of Forests.

Endt. on E1.12059/90 dt. 31-1-1991.

Copy forwarded to all Divisional Forest Officers. They are directed to comply the directions strictly. Confidential Reports should reach this office within the stipulated period.

Sd/-
For Conservator of Forests, Trissur.

Approved for issue.