

D3-52715/97.

Forest Headquarters,  
Thiruvananthapuram,  
Dated 23-12-1997.

**CIRCULAR NO.23/97**

Sub:- Confidential Reports an officers for the year 1997 prompt submission instructions – reg.

The Confidential Reports of officers of the Department except those in AIS for the year 1997 are due on 1-1-98. The following instructions are therefore issued for the preparation and maintenance of Confidential Report for the year 1997.

1) All the officers for whom Confidential report are prescribed such as Junior Superintendent/Senior Superintendent/ Administrative Assistant/ Confidential Assistant/ Personal Assistant/ Range Officer and Asst. Conservator of Forests should forward the Confidential Report forms to the Reporting Officers with self assessment in the prescribed form on or before 25-1-1998.

2) The reporting officers on receipt of the Confidential Report forms from the officers to be reported upon, should prepare and forward the same to the reviewing authorities on or before 5-2-1998. If the officers to be reported up on did not submit the confidential Report forms, with self appraisal within the time prescribed, the reporting officers should draw up Confidential Reports of such officers recording this facts also in the Confidential Reports and forward the same to the reviewing authorities within the prescribed time limit.

The reviewing authorities on receipt of the Confidential reports from the reporting officers will return the same to the reporting officers duly reviewed on or before 15-2-1998.

The Reporting officers on receipt of the Confidential Reports from the reviewing 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 (P) in sealed name cover on or before 25-2-1998.

The contents of this letter should be shown to all concerned officers to get it recorded and keep as a permanent records. This will be the personal responsibility of the Head of office.

The above instructions should be followed strictly. Any violations on the part of the officers will be viewed seriously and the lapse if any will be recorded on their confidential reports.

Receipt of this circular should be acknowledged before 10-1-1998 positively.

Prl. Chief Conservator of Forests (G)

To

All Conservator of Forests/Divisional Forest Officers/Asst. Conservator of Forests/Director, Forestry Information Bureau/Senior Finance Officer, Senior Administrative Officer.

Copy to Administrative Assistant to Prl. Chief Conservator of Forests (G) & Prl. C.C.F. D & P) CA to C.C.F(D) C.C.F. (Vigilance) C.C.F. (World Food Programme) C.C.F. (Wile life)

- do - all subordinate officers.

All Branch Officers/Section Heads,

Stock file/General Stock file.

SP/29/12.