

GOVERNMENT OF KERALA
Public (Miscellaneous Department)

CIRCULAR MEMORANDUM

NO. 111246/M1/76/PD

Dated, Trivandrum, 15th October, 1976

Sub:- Confidential Records – Maintenance of Confidential Records of Officers on deputation to Companies/Corporations etc.

In para II of G.O (P) 344/66/PD dated 22.8.1966 Government have prescribed the procedure to be followed in writing up of confidential records of officers on deputation to another Department or on foreign service with Government of India, other State Governments, Government owned companies etc. According to the above procedure, the Confidential Records of a Government Officer on deputation to Corporation/Company etc. as Managing Director have to be written by the Chairman even if he is a non official.

Now a doubt has arisen whether the Confidential Records of the Chief Executives of the Corporations/Companies etc. need be written by its Chairmen whether non-official or not. Government wish to clarify that no change is necessary in the existing system, and Chairmen of the Public Sector Undertakings whether official or non-official will have the right to record their views in the Confidential Records of its Chief Executive/Managing Directors/General Managers first, as they come into direct contact with them almost daily and are in much better position to judge their abilities.

M.K. KRISHNAN,
Joint Secretary.

To,
All Heads of Departments

Endt. On E6-66462/76. (Dis) Office of the Chief Conservator-of Forests, Trivandrum dt. 23.11.76

Copy forwarded to all Conservator of Forests.

Copy forwarded to all Divisional Forest Officers/Working, Plan Officers.

Copy to the Additional Chief Conservator of Forests,
Evaluation Wing, Trivandrum

Copy to the Principal, Kerala Forest School, Walayar.

Copy to the Wildlife Preservation Officer,

Thekkady. Copy to the stenographers of the Chief Conservator of Forests, Copy to all Sears in Establishment Section.

Copy to All Branch Officers and Section Heads in
Chief Conservator of Forests Office.

Copy to S.O file and stock file.

For Chief Conservator of Forests.