

Dated, Trivandrum, 10th October, 1977

C I R C U L A R N O . 3 5 / 1 9 7 7

Sub:- Confidential Report on Officers-Now to make it effective-Instructions issued.

While communicating the programme of practical training for Forest apprentices, the Divl. Forest Officers/Conservators of Forests were instructed to give necessary directions from time to time to see that the young apprentices are trained in such a way that their initial experience with the Department will prove beneficial to them in the long run. It was also laid down that the confidential reports on the work and progress of the Officers should be submitted every quarter by the Divl. Forest Officer to the Conservator of Forests concerned and who, in turn, should send the same to this office, with remarks. Defect noticed on the work, behavior and conduct of the apprentices were to be promptly communicated to them in writing with a copy to the promptly communicated to them in writing with a copy to the confidential report, so that they could improve or rectify the defects. These Confidential Reports were also intended to serve as indices of the apprentices, so that they could be screened before permanent absorption in the department stream. It was also laid down that the conservators of Forests and Divl. Forest Officers concerned should take special interest regarding the training of these apprentices in order to shape them as good and competent forest officers. They were also instructed to ensure that the apprentices should not be treated as privileged spectators and they must be made to work really hard.

2. On going through Confidential Reports forwarded to this office, it is seen that these reports have been written up in a routine manner thereby defeating the very purpose of such reporting. It is field that many of the senior officers have not fully understood the purpose of such reporting and the necessity for taking follow up acting on the basis of the findings in the Confidential Reports. Very often, the remarks noted in the Confidential Reports call for correcting measures. For example, under item "Power of taking responsibility", the remarks "not up to the mark" have been noted. But there is no indication about the nature of the responsibility entrusted with the apprentice Officer and what was expected of him and how he fared. Similarly under the head "promptness" the remarks such as "not very prompt" will not help the trainee to know the steps to be taken by him to get himself corrected. Under "other items" also, it is seen that the officers are taking a negative approach to the remarks with reference to zeal and industry, punctuality etc. In prescribing the various columns for noting the remarks, what was expected of was that the remarks should guide the trainee and bring him into the proper stream. But this objective has not been taken into account by any of the reporting officers in many cases. In all cases, the remarks should invariably be shown to the

trainee concerned and he must be given ample scope for improvement. Another observation noted in the Confidential Report of the persons is as follows: “On the whole something is wanting from him”. This is a very vague remarks by the reporting officers. It is the duty of the Senior Reporting Officers to assess what is wanting and tell the young trainees to make up. This kind of reporting is futile and will not serve make up. This kind of reporting is futile and will not serve the purpose. During the period of training, the young trainees have to be mounded properly and this will be possible only if Senior Officers take vary keen interest.

3. The Confidential Reports are to be sent to this offices for every quarter in respect of each apprentice. Unfortunately the same defects are seen noted in the first and every other consequent reports. This shows that the apprentices were not told of their weakness and they were not educated to make good these defects. Had these trainees been given a chance, they would have definitely made an effort to improve. The Senior Officers would have done well to acquaint themselves of the benevolent developments that would brave been possible by a judicious use of the confidential reporting facility. As the training period is a very important period and often moulds the aptitude and outlook of the new entrant, the Senior Officers should bestow their personal attention to shaping well the trainees. The Conservators of Forests should review all the reports of the Forest apprentices during the one year training period and sum up the performance. A Confidential Record should be opened for each forest apprentices when he joins the State. After training, the reports have to be effectively made use of. These instructions may be borne in mind while preparing the confidential Reports of the apprentices in future.

Chief Conservator of Forests,

(Development)

To,

The Addl. Chief Conservator of Forests, Evaluation Wing, T.M

All Conservators of Forests.

All Divl. Forest Officers

Wild Life Preservation Officer, Thekkady.