

GOVERNMENT OF KERALA

Public S S Department

No. 13362/SS2/67-1/PD

Trivandrum, 27.2.1967

CIRCULAR MEMORANDUM

Sub: Confidential Reports- Communication of Adverse remarks- regardings.

Para 7 of the instructions regarding mode of preparation and custody of confidential reports issued with G.O (P) 344/PD dated 22.8.1966 stipulates that while recording adverse entries in the confidential reports, the Reporting officer should give an indication of the efforts he had made by the way of guidance, admonition etc. to get the defects removed and the results of much efforts. It is also laid down that where an adverse entry is made, the Reporting Officer should certify that the defects have been brought to the notice of the subordinate officer. Adverse entries should normally refer only to defects which persist despite the efforts of the reporting officer to have them corrected. All reporting officers are requested to ensure that these instructions are carefully and scrupulously followed in all cases of adverse comments in the confidential reports on their staff, as otherwise the entries in certain cases are liable to be expunged.

N.M. Patnaik,

Chief Secretary.

Endt. On E5-6629/67 dated 3.3.1967

Copy to all Sub Officers including Forest Veterinary Officer, Calicut for information and attention in continuation of this office E5-1678/67 dated 23.1.1967.

Copy To Administrative Officer, Assistant Chief Conservator of Forests, Financial Assistant and Assistna Conservator of Forests.

Copy to Steno to Chief Conservator of Forests.

Chief Conservator's Office.

Trivandurm

Sd/

For Chief Conservator of Forests.

Chief Secretary.

Endt. On E1- 1002/67 dated *.3.1967

Copy to Conservator of Forests, Senior SuperinWtendent and Stock file and E1 section.

For Conservator of Forests.