

GOVERNMENT OF KERALA
Public (Miscellaneous Department)

CIRCULAR MEMORANDUM

NO. 69265/M1/76PD

Dated, Trivandrum, 8th July, 1976

Sub:- Confidential reports – Furnishing of Certificate by the Reporting Officers at the time of relinquishing charge on transfer-reg

Ref:- G.O. (P) 344/PD dated 22.8.1966 issued by the Public (rules) Department.

In order to ensure that Confidential Reports are written up promptly by the Reporting Officers on their subordinates, before they relinquish charge of their posts on transfer, Government direct that all Reporting Officers should furnish at the time of relinquishing charge of their posts on transfer, a certificate to the Head of the Department or other superior Officers as the case may be, to the effect that they have written up the confidential reports on all the subordinates in respect of whom they have to submit reports.

By order of the Governor,

M.K. KRISHNAN,

Joint Secretary.

To,

All Heads of Departments and Offices

All District Collectors,

All Officers of the Secretariat,

All Departments (all sections) of the Secretariat

The Registrar, High Court of Kerala, Ernakulam (with C.L)

The Registrar, University of Kerala/Calicut/Cochin (with C.L)

The Secretary, Kerala State Electricity Board (with C.L)

The General Manager, Kerala State Road Transport Corporation (with C.L)

The Secretary to Governor.

The Private Secretary to Chief Minister and other Ministers

The Stenographers to the Chief Secretary and Additional Chief Secretary.

The Director of Public Relations.

To,

All Secretaries,

All Additional Secretaries

All Joint Secretaries,

All Assistant Secretaries,

The Secretary to Governor

The Private Secretary to Chief Minister and other Minister

All Departments of the Secretariat (All Sections)

The Registrar of High Court (with C.L)

The Registrar, University of Kerala (with C.L)

The Secretary, Public Service Commission (with C L)

The Secretary, Public Service Commission (with CL)

All Heads of Departments and Offices.

All Collectors.

Endt. On E1-5825/56 dated 10.9.58

Copy forwarded to the Divl. Forest Officers, Conservator of Forests, working Plans Officers, Trivandrum Engineer, Game Warden, Forest Utilization Officer, Silviculturist and Inspector of Live Stock for information and strict attention.

Copy to P.A and P.C

By Order,

Superintendent

Office of the Chief Conservator of Forests, Trivandrum.