

GOVERNMENT OF KERALA

Public (Misc.B) Department

CIRCULAR

NO. M (B) 3-16424/58/PD

Dated, Trivandrum, 9th July, 1958

Sub:- Confidential reports-Adverse remarks-communication of-strict compliance ordered

In Circular R.Dis. 15898/56/PD dated 16.8.1956, Government have issued instructions regarding preparation and maintenance of confidential reports of Gazetted Officers of Government. In Circular M(B) 3-10392/57/PD, dated 27.5.1957. Government have also laid down the procedure for the maintenance of Confidential reports of the Superintendents and Clerks of the Secretariat. These circulars require that adverse remarks made against the officers in their confidential reports should be communicated to them if such remarks indicating defects are a remedial nature. It has been brought to the notice of Govt. That the above instruction is not being strictly complied with by the controlling authorities who are authorised to communicate such remarks. The rules regarding communication of adverse remarks are based upon natural justice and therefore, Government consider that it of utmost importance that the prescribed rules are strictly adhered to. The controlling authorities are, therefore, once again reminded of their duty in this regard. Any departure from these instructions will be seriously viewed by Government, in future.

By order of the Governor,
C.P. GOPALAN NAYAR,
Joint Secretary.

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.