

**GOVERNMENT OF KERALA**  
**PERSONNEL ADMINISTRATIVE REPORTS (ADVICE-C) DEPARTMENT**

No.14673/Adv.C2/98/P & ARD.

Dated, Thiruvananthapuram, 17-10-1998.

**C I R C U L A R**

Sub:- Confidential Reports on Government Servants Impartial and honest assessment and timely preparation – Instructions issued.

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As per G.O. (P) No.344/66/PD dated, 22-8-1966 amended from time to time, the procedures for preparation and maintenance of Confidential Reports on Government Servants were laid down. Instructions were also issued mentioning the necessity for its timely submission.

2. The Estimate Committee (1996-98) in its 12<sup>th</sup> report has recommended that the Reporting Officers should write the Confidential Reports impartially and honestly taking into account the Reported Officer's capability in work, punctuality ability to supervise and control the staff working under him and the capacity to handle his subordinate the getting their duties discharged. The Committee has also recommended that the higher officers should submit the confidential Reports of their subordinates within the prescribed time.

3. All concerned are hereby instructed to see that the above points are also invariably followed while writing the confidential Reports of the Officers under them.

DHARAM VEER,  
SECRETARY TO GOVERNMENT

To

All Heads of Departments

**Endt. No.D3.42025/98 dated 18-11-1998**

Copy forwarded to all Chief Conservators of Forests/Conservator of Forests/Deputy Conservator of Forests/Divl. Forest Officers/Assistant Conservator of Forests for guidance.

Sd/-  
For Principal Chief Conservator of Forests (General)

**Endt.on E2-1159/97 dated 3-12-1998**

Copy to Conservator of Forests/Technical Assistant/Administrative Assistant/Senior Superintendent/Junior Superintendent (I & II)

Copy to Stock File.

Sd/-  
For Conservator of Forests,

Approved for issue/  
Superintendent.