

THE EXISTING SYSTEM FOR PREPARATION CONFIDENTIAL REPORTS INDIAN FOREST SERVICE OFFICERS.

Government of India in their letter No. 11059/3/ais (iii) DATED 26.5.1988 have issued guidelines for the preparation and maintenance of Confidential Reports of AI India Service Officers.

The time schedule fixed for writing the Confidential Report is Financial Year/Report in the writing the Confidential of Officer reported upon/Report in the event of relinquishment of officer reported upon/Report in the event of relinquishment of change of Reporting Officer/Report in the event of retirement of Officers reported upon or Reporting Officer.

Discrepancies noticed

The Confidential Report formats will be supplied to the officers reported upon direct by Government with direction to fill up part II of the Confidential Report and forward to the reporting Officer. But most of the cases, the officers will not submit the Confidential Reports after filling, Part II to the reporting officers. Hence delay will be caused in the Reporting Officers office. In some cases, the reporting Officer may not forward the Confidential Report forms to the countersigning authorities with their remarks in time.

STATE FOREST SERVICE OFFICERS.

The Reporting year is calendar year/ Report in the event of relinquishment of officer reported upon/ Report in the event of relinquishment of charge of Reporting Officer/ Report in the event of retirement of officers reported upon or Reporting Officer.

Necessary Confidential Reports forms will be supplies to the Officers reported upon from this office will direction to fill up Part I of the form and forward the same the reporting officers concerned with self statement.

In this case also the Officers will follow the instructions issued from this office. In some cases the reporting officers do not forward the Confidential ports after recording their assessments to this office in time. Instance are not rare that the reporting officers have forwarded the confidential Reports direct to this office without obtaining the countersignature of the countersigning authority.

Time Schedule for preparation of Confidential reports

In G.O. (P) 344 dated 22.8.1966 Government have the following time schedules for submission of Confidential Reports.

The reporting officer will forward the annual Confidential reports on his subordinates by the 1st of February following the year reviewed and the successive authorities should pass on the report with their remarks to the next higher authorities within one week of its receipt by him. The final form should be made ready by the end of February.

Every year we will issue a Circular regarding the preparation and Maintenance of Confidential Reports. The Time Schedule fixed for the Submission of the Confidential Reports were not soon strictly adhered to by most of the officers. In the result we have to address the officers reported upon and the reporting officer for the Reports again
Discrepancies noticed

According to rule the Confidential Reports has to be shown to the Officers reported upon and obtain their dated signature on it. In the new Format a column has been provided for this purpose. But in most of the cases, the Reports are not seen shown to the officers reported upon and obtain their signature on it after countersigned by the Countersigning Authorities. Time Schedule Fixed are also not seen observed Part I. of the report (Facing Sheet) is not seen filled up properly by the officers reported upon. Much care has not been taken by the reporting officers in preparing the Confidential Reports. In many cases Part II (Secret Portion) of the report are kept blank and they do not officer their remarks in the appropriate columns.

LANDED PROPERTY STATEMENTS

I.F.S. Officers

Government will forward a Circular letter together with the Landed property statements forms to the I.F.S. Officers through the Head of the Department every year. No inordinate delay is being noticed for the submission of Landed Property Statements.

S.F.S. Officers

According to Rule 37 of Government Servants conduct Rules 1960 all Govt. Servants except those in the last Grade Service have to submit not later than 15th of January every year a statement showing all the details of movable and immovable properties of which they stood possessed or in which they had an interest at the close of the preceding calendar year.

Disciplinary cases for non-submission of L.P. Statements.

S.F.S. Officers

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Disciplinary cases for non- submission of L.P Statements.

Memo of charges have been issued to the S.F.S. officers for non- submission of L.P. statements for the years 1985 and 1986. Action is being taken for the years 1985 and 1986. Action is being taken for issuing charge memo. To those officers who have not submitted the L.P. Statement for the year 1977.

GUIDE LINES FOR RATING S.F.S. OFFICERS IN FULLING PERFORMANCE APPRAISAL REPORT FORM – II.B

1. Special care should be taken in filling up the performance appraisal forms by the reporting and Reviewing officers.
2. The ratings should be done taking into account the individual's actual performance on the job during the period under report.

3. The Reporting Officer should take special care to study the factors for appraisal and apply them judiciously on the reportee's performance.
4. The Reviewing Officer will record his remarks in a narrative form in the column provided in the form. If he finds it necessary to regarding given by the Reporting Officer he will do so, in which case the grading given by the former will prevail.
5. It is the duty of the Reporting Officer/ Reviewing Officers to see that item in the form is left unfilled.

Copy of Govt. of India Lr. No. 11059/3/86 – AIS (III) from Ministry of personnel, P.G. & Pensions, Department of Personnel & Training, New Delhi dt. 26.5.1988 addressed to the Chief Secretaries to the Governments of all states/ Under Territories.

Sub: AIS (CR) Rules 1970 instructions regarding.

Sir,

I am directed to refer to this department letter No. 11050/8/86- AIS (III) dated 3.2.1987 wherein instructions were issued, inter-alia, to the effect that the member of the service reported upon to whom form I or II of the CR is applicable should fill in part II of the CR form and submit it to the Reporting officer within one month from the date of receipt of the forms by him.

The matter has been further considered and it has been decided prescribe a time limit for the writing of the self assessment/ report by the Reporting Authority in addition to the statutory provision. Accordingly, the details of time frames prescribed regarding furnishing or Cr forms to the officers reported upon, completion of his self assessment and writing of report by the Reporting Authority should be regulated as per the table enclosed.

This may be brought to the notice of all concerned officers.

GOVERNMENT OF KERALA
GENERAL ADMINISTRATION (SPL.C) DEPARTMENT

Endt. No. 63973/Spl. C1/80/GAD
Communicated to all IES Officers

Trivandrum, Dated. 19.7.1988

Director General and Inspector
General of Police (for circulation to all IPS Officers)
Principal Chief Conservator of Forests
(for circulating to all IFS officers)

Copy to Spl. A/Spl.C2 SC Departments.

P. Sukumaram Nair
Under Secretary

Forwarded/ by Order

Section Officer

THE SCHEDULE FOR WRITING CRS

Category of cases	When CR is to be given to the officer reported upon	Time schedule for officer reported upon for completing Part-II	Time schedule of Reporting Officer to complete CR
1	2	3	4
a) Report at the end of Reporting year	March/ December Depending on reporting year	30 th April/ 31 st January	31 st May/ 28 th February
b) Report in the event of relinquishment of charge by officer Reported upon	along with the Communication regarding relinquishment of post	within 15 days of receipt of CR Format	within 15 days of receipt of self assessment.
c) Report in the event relinquishment of charge by the Reporting Officer	Along with the Communication regarding relinquishment of post	within 15 days of receipt of CR format	within 15 days of receipt of self assessment. But not Later than 1 Month after relinquishment
d) Report in the event of retirement of Reporting Officer	The month proceeding the month in which the Reporting Officer is due to retire	within 15 days of receipt of CR Format	Before retirement of charge by officer reported upon
e) Report in the event of retirement of Reporting Officer	The month proceeding the month in which the Reporting Officer is due to retire	15 days before the retirement of Reporting	Before retirement of reporting Officer

Note:- If the Office reported upon does not submit the CR after duly completing part_II within the time schedule prescribed in column 3 above the Reporting authority shall write the report without the self assessment and submit to the Reviewing Authority.