

No.D.15905/97.

Forest Headquarters
Thiruvananthapuram,
dt. 15-4-97.

Circular No.3/97

Sub:- Department Promotion Committee meeting convening.

Ref:- Govt. letter No.19305/Rules-1/96/P & ARD dt.20-3-1997.

Government in their letter cited have emphasized the need for timely convening of Department Promotion Committee meeting publishing select list etc. (copy enclosed). A time schedule has been fixed by them for updating manual Confidential Reports, Seniority lists, convening of Departmental Promotion Committee meeting and publication of select list etc.

The delay in convening Departmental Promotion Committee meeting i.e., primarily due to non-receipt of Annual confidential reports. Inordinate delay is noticed in preparing self appraisal by others reports upon, writing the confidential reports by reporting officer and reviewing of confidential Reports by reviewing officer in spite of circular instructions from this office every year. This has to be avoided. If self appraisal is not received, the confidential report scan be drawn up without the same and noting an adverse comment about it followed by a lower grading. However the confidential Report should be made available within the prescribed time limit itself.

Please acknowledge receipt of this circular.

Sd/-

PRL. CHIEF CONSERVATOR OF FORESTS (G)

/True copy/

Superintendent

Reports updated during this period. These steps will be personally supervised by the secretary and Head of the Department. A monthly progress report should be furnished to the 7 & ARD Department on the progress of action (category wise) in this regard before 10th April and before the 10th of every month thereafter. Which will be consolidated and put up to Chief Minister. Any lapse in this regard will be strictly personal and will be very seriously viewed.

Please acknowledge receipt of this letter by return.

Yours faithfully,

Sd/-

CHIEF SECRETARY.

Endt. on E2.3584/97/dt.15-5-97

Copy to E1 Section

Copy to Stock File

Copy with copy at to conservator of forests, T.A., S.S., and J.S (a) for information.

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Sd/-

Conservator of Forests.

True copy
Superintendent.