

CIRCULAR NO.19/98

Sub:- Confidential Report on officers for the year 1998 – prompt submission
Instructions – regarding.

The Confidential Reports of offices of the Department except those in AIS for the year 1998 are due on 1-1-1999. The following instructions are therefore issued for the preparation and maintenance of confidential report for the year 1998.

1. All the officers for whom Confidential report are prescribed such as Junior Superintendent/ Senior Superintendent/Administrative Assistant/Confidential Assistant/Personal Assistant/Range Officer/and Assistant Conservator of Forests should forward the Confidential Reports to the Reporting offices with self assessment in the prescribed form on or before 25-1-1999.
2. The reporting officers on receipt of the Confidential Report forms from the Officers to be reported upon should prepared and forward the same to the reviewing authorities on or before 6-2-1999. If the officers to be reported upon did not submit the C.R. forms, with self appraisal within the time prescribed the reporting officers should draw up C.Rs of such officers recording this facts also in the Confidential Report and forward the same to the reviewing authorities within the prescribed time limit.
3. The reviewing authorities on receipt of the confidential reports from the Reporting officers with retain the same to the reporting officers duly received on or before 15-2-1999.
4. The reporting officers on receipt of the Confidential reports from the Reviewing authorities should show the same to the officers reported upon and obtain their signature on it and forward the same the Chief Conservator of Forests (Protection) in sealed name and on or before 25-1-1999.

The contents of this circular should be shown to all concerned officers to get ir-recorded and keep as a permanent record. This will be the personal responsibility of the Head of office.

The above instructions should be followed strictly. Any violations on the part of the officers will be viewed seriously and the lapse if any will be recorded on their confidential reports.

Receipt of this Circular should be acknowledged before 10-1-1999 positively and acknowledged receipt may be sent to Chief Conservator of Forests (Protection).

Sd/-
Principal Chief Conservator of Forests (General)

To

All Chief Conservator of Forests/Conservator of Forests/Divisional Forest Officers/Assistant Conservator of Forests/Direction, Forest Information Bureau/Senior Finance Officer/Senior Administrative Officer/Administrative Assistant.

Office of the Conservator
Of Forest, Central Circle,
Thrissur-20.

Endt. On E2-298/98 dated 6-1-1999

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

For Conservator of Forests.

L.S/I.