

No.D3-35828/2001.

Forest Head Quarters,
Thiruvananthapuram-14
29-11-2001

Circular No.10/2011

Sub:- CR-Reporting and reviewing of Confidential Reports instructions issued.

During the meeting of Adhee Departmental Promotion Committee (H) of Ran go Officers held on 12-11-2001 it came to the notice of the undersigned that the reporting and review of confidential Reports are not in accordance with the instructions in the matter. The Reporting Officers in some cases are reporting the Confidential Reports without even reading the items contained in the performance appraisal form. For example in the case of ministerial/supervisory staff item 15 in form No.II is not applicable. But it is seen that some of the Reporting Officers are reporting the above items also in the case of ministerial staff.

Under the sub Heading General performance form items one to four have to be commented with special reference to the details contained there in. BNut most of the reporting officers are either not making any comment or reporting 'Nil' against the above items. As already poined out, this is against the instructions regarding maintenance of Confidential Reports.

Section 'B' of the performance appraisal form, contains remarks of the Reviewing Authority. In majority of cases the Reviewing Authorities are no making any remarks about the reported officer but simply put there signature thereon. They have to read the report and make their own assessment about the reported officer under the remarks.

Attention of the all reporting and Reviewing Authorities are invited to the above instructions and they are directed to observe the above instructions while Reporting/Reviewing Confidential Reports.

P.K.SURENDRANATHAN ASSARI IFS
PRINCIPAL CHIEF CONSERVATOR OF FORESTS