

GOVERNMENT OF KERALA
Public (Miscellaneous Department)
CIRCULAR MEMORANDUM

NO. 26406/M1/76/PD

Dated, Trivandrum, 13th March, 1976

Sub:- Confidential reports – Instructions for preparation and maintenance of Confidential Reports on Government servants-showing of Confidential Reports to Reporters-Regarding.

In para 2(ii) of G.O. (P) 242/PD dated 29.7.1968 and in G.O (P) 360/PD dated 3.12.1968 Government have issued necessary instructions regarding the procedure to be followed in showing of Confidential Reports to the Reporters by the reporting officers.

2. It is however seen that these instructions prescribing the procedure for showing the confidential Reports are not being followed in many cases and that the confidential reports are forwarded to the Custodian Officers by the Reporting/Reviewing Officers without showing them to the Reporters. This causes much difficulty to the Custodian Officers in making correspondence with Reporting/Reviewing Officers in making correspondence with the Reporting/Reviewing Officers. Often by that time the Reporting/Reviewing Officers might have left the service/place, on superannuation/transfer.

3. To avoid such situation the Reporting/Reviewing Officers are directed to follow scrupulously the standing instructions in matter and ensure that they show the confidential reports to the reporters before the report are forwarded to the custodian officers.

M.K. KRISHNAN,

Joint Secretary.

To,

All Heads of Departments and Offices
All Departments (all sections) of the Secretariat
All Officers of the Secretariat
The Secretary, Kerala Public Service Commission (with C.L)
The Secretary, Kerala State Electricity Board (with C.L)
The General Manager, Kerala State Road Transport Corporation (with C.L)
The Advocate General, Ernakulam (with C.L)
The Registrar, High Court of Kerala, Ernakulam (with C.L)
The Registrar, University of Kerala/Calicut/Cochin (with C.L)
The Registrar, Kerala Agricultural University, Trichur (with C.L)
The Secretary to Governor.
The Private Secretary to Chief Minister and other Ministers
The Stenographers to the Chief Secretary and Additional Chief Secretary.
The Under Secretary to Chief Secretary

To,

All Secretaries,

All Additional Secretaries

All Joint Secretaries,

All Assistant Secretaries,

The Secretary to Governor

The Private Secretary to Chief Minister and other Minister

All Departments of the Secretariat (All Sections)

The Registrar of High Court (with C.L)

The Registrar, University of Kerala (with C.L)

The Secretary, Public Service Commission (with C L)

The Secretary, Public Service Commission (with CL)

All Heads of Departments and Offices.

All Collectors.

Endt. On E1-5825/56 dated 10.9.58

Copy forwarded to the Divl. Forest Officers, Conservator of Forests, working Plans Officers, Trivandrum Engineer, Game Warden, Forest Utilization Officer, Silviculturist and Inspector of Live Stock for information and strict attention.

Copy to P.A and P.C

By Order,

Superintendent

Office of the Chief Conservator of Forests, Trivandrum.