



Andhra Pradesh Forest Department Code - Vol - II - Appendix - 2

APPENDIX – 2

(Section 16)

Rules for Preparation, Maintenance and usage of personal files.

For Indian Forest Service Officers, the all India Services (Confidential Rolls) Rules, 1970 will be applicable.

Government has issued consolidation instructions on maintenance of personal files through G.O.Ms No.1385 General Administration (Service –C) Department, dated: 31.10.1961 which is extracted below.

Government has abolished personal files for employees to be appointed against non-section posts vide Gloms No.82 General Administration (Service-C) Department dt.21.2.1985.

APPENDIX –INSTRUCTIONS

1. Preparation: - The object of the Annual Confidential Report is to assess as nearly as possible how far each officer is physically, mentally and morally suitable for his office. Whether he is able to apply intelligently the law, rules, practices and procedure applying to the work within his charge, his treatment of his subordinates, his behaviour to his superiors and colleagues in other department and finally his relations with the public.

i) In respect of Gazetted Officers, the report should be written in form “A” annexed to these instructions as Annexure.I.

ii) In respect of non-Gazetted Officers necessary entries will be made in form “C” annexed to these instructions as Annexure.II.

iii) In respect to Gazetted Officers who hold “D” Annexed to these instructions as Annexure.III and Form-A, Annexure-1 in respect to other Gazetted Officers of Forest Department.

While Preparing the confidential reports, the following points should be borne in mind.

- The reports should be written or typed by the Officer, himself, to facilitate identification, the name of the officer writing the report should be written in block letters below his signature and his designation also indicated. In the case of Gazetted Officers reports will be prepared in duplicate, one copy of which will be retained by the Head of the Department and the other by the Secretary to Government.
- Confidential Report forms should never be folded.
- Names and designation of Officers must be given in full and exactly as shown in Civil List of Service Books.
- The reports will, unless otherwise specified, be made out in the first instance by the immediate superior Gazetted Officer and shall pass, through the channel of submission; the instructions regarding which have been issued separately Reports on Heads of Departments will similarly be drawn up by the Secretary to Government in the department concerned.

Note: - The Section heads in the offices of the Directorates of District Officers should initiate reports on the ministerial and non-technical staff working under them in the shape of a note which may follow the general pattern of the annual confidential report and with the assistance of this note the immediate Gazetted Officer may enter his own assessment on the permanent record.

The note “Written by..... Section Head” should be preserved in the Personal File for a year as an Annexure for reference.

If both the Secretary to Government and the Head of the Department belong to same Services (Viz., I.A.S., etc.) and if the Secretary to Government is junior to the Head of the Department in the common gradation list of Service concerned, the Chief Secretary will record confidential report of the Head of the Department. In all other cases i.e., in the case of non I.A.S., Heads of Departments, the Secretary to Government in the Administrative Department of the Secretariat having control over them will record these reports.

e) If an officer is transferred during the year, the report should be prepared by the Officer under whom he has served for the first part of the year and should be forwarded to the officer to whose charge he has been transferred.

f) If the reporting Officer be transferred before July in a year he need not leave any report on the Officers under him but if he is transferred after July he should leave a report on each of the officers under him or a note to that effect to enable his successor to transcribe those remarks into the annual confidential report stating the name of the author.

If the counter signing officer, who has assessed the qualities of the officers reported upon, retires at the time the report is put up, the counter-signature should be done by his successor, but a counter-signing officer retiring after June in a year may in his discretion leave a note on officer or officers working under him for addition to the annual confidential report (with the name of the recording officer) at the time of counter-signature of the annual confidential report.

g) If an officer has worked, during a year, under different officers for less than 4 months under each such officer, the officer or officers under whom he worked for more than 2 months will write the report.

h) In the beginning of April each year and when a Minister is about to relinquish charge of his office, he should be requested by the Chief Secretary to record his remarks on each of the Secretaries, Special Secretaries, Additional Secretaries, Joint Secretaries who have worked in the Secretariat directly under him, if he so wishes.

i) When a Secretary, Special Secretary, Additional Secretary or Joint Secretary to Government vacates his office, the Minister under whom he has worked should be requested by the Chief Secretary to record such remarks if he so wishes.

Exception: - No Confidential reports will be prepared for the judges of the Andhra Pradesh High Court, Chief Secretary to Government, Members of Board of Revenue and the Members of the State Public Service Commission.

1. **Expressions of Censure:** - Expressions of Censure, etc., Conveyed to an officer, will not be recorded in the confidential reports, but a copy of the letter conveying the censure will be attached to the Officer's confidential documents. All censures should be recorded on the files, but in such cases an entry should be made as follows in the Annual reports.

Censure for In letter No. Dated

1. **Period of Report:** - Confidential reports should be prepared and submitted for the period from 1 st April of year to 31 st March of the Succeeding year.

Note: - In the case of probationers and emergency candidates reports may be written every half year, i.e., during April and October each year.

1. **Communication of Unfavourable Remarks:** All unfavourable remarks whether through an ordinary or special Reports mentioned in instruction (5) below should be communicated to the officer concerned, and a note to that effect should be made in the report as well as the manner of communication. Where a report shows that an officer has made successful efforts to remedy the defects, to which his attention has been drawn previously, the facts should be communicated to him so that he may know that his efforts to improve have not passed unnoticed.

Note:-I) After the Minister-in-charge or the Head of Department, as the case may be has seen a particular report the officer immediately above the reporting officer should be the one to communicate the adverse remarks appearing in the report, e.g., in the case of an Asst. Collector (or Dy. Collector) it would be the member, Board of Revenue in the case of the Director of Agriculture, it should be the Chief Secretary, in the case of a Tahsildar (reported on adversely by the Dy. Collector or Collector) the communicating of an adverse entry may come from the Collector. The Communication is of great importance and it should be such as not unduly to discourage or embitter an officer. The object should be as far as possible to improve him. Therefore, the communication should be forwarded very carefully and while indicating the defects good work also should be mentioned. The best form is frequently a personal letter giving briefly credit for what is good while instancing what requires to be corrected. The method to be employed in pointing out an officer his particulars short comings should be also determined by a consideration of his individual temperament so that it will be most beneficial to him.

ii) All adverse remarks, whether remediable or non-remediable made in the confidential report should be promptly communicated, in writing to the officer adversely reported upon, by the concerned officers.

iii) Adverse remarks should be supported by Special evidentiary examples or instances as far as possible. Recording of impressions based on adequate contacts would not however be ruled out altogether. While communicating adverse remarks the name of the Officer from whom the adverse remarks emanates should on no account be mentioned.

An officer should be given an opportunity to make a representation, if he wished to against any unfavourable remark made in his annual confidential report and communicated to him. Such representations should be made to

the authority to whom an appeal would lie against an order of censure on the officer concerned and they should be preferred within one month from the date on which the remark is communicated to the officer. Representations should be confined strictly to the merits of the question vouched in proper language and should not contain any personal attacks and insinuation against the superior officers.

a) Officers, who wish to make representations against adverse remarks communicated to them they may be permitted to inspect the records, if any, if they so desire.

Unfavourable remarks made in the confidential reports are not punishments under the statutory rules and for this reason no appeal lies against any such remarks. It is to be borne in mind that such report expresses only the opinion of the officer making the report. It is, therefore, essential that all officers who have to record their remarks in the annual confidential reports should, do so with the greatest caution and should not record any remarks lightly on the spur of the moment or based on prejudice.

When a superior officer differs from the opinion expressed in respect of an officer by the immediate superior of the latter, the former should invariably give his reason to substantiate the remarks made by him in confidential reports.

When a representation against adverse remarks communicated is made by the officer reported upon the Govt. or the authority to whom an appeal would lie against an order of censure on the officer concerned will decide the need of enquiry to be held on the representation and take further action indicated below.

If the competent authority feels, that there is no sufficient ground for interference, the representation should be rejected and the officer informed accordingly.

If he, however, feels that remarks should be noted down, he should make the necessary entry with proper attestation at the appropriate places of the report. Previous entries should not be corrected.

In the rare event of the competent authority coming to the conclusion that the adverse remark was inspired by malice or was entirely incorrect or unfounded and therefore, deserves expunction he should pass over the remark and indicate side by side the reference through which the expunction was ordered and append his full signature with date and designation and the officer informed accordingly.

(G.O. Ms. No. 407, G.A.D., Dt. 28-7-1973)

The representations or explanations against adverse entries should be added to the confidential reports. If the representation was well founded, it would have resulted in the competent authority toning down or, in rare cases expunging the adverse remarks; if the representation was without substance, it must have been rejected. In either case, no useful purpose can possibly be served by adding the representation itself to the confidential report.

5. Special Reports: - Special reports may be called for at any time in connection with a particular question or questions with regard to an officer. Such reports should be submitted through the prescribed channels but need not to be recorded in the form of annual confidential Reports and should be confined in details to the question or questions raised. The immediate superior officer and other, reporting officers will indicate in report the steps by them to acquaint themselves with the work of the officer concerned with a view to furnishing the report and should state the period for which they have experience of the work of office concerned.

This does not preclude a superior officer from forwarding at any time a report on an officer under him, should be considered that the conduct of an officer makes this action necessary. Such reports should also be submitted through the prescribed channels.

Para-6: Procedure to be followed in dealing with Confidential reports of all India Service.

ALL INDIA SERVICE (CONFIDENTIAL ROLLS) RULES, 1970

In exercise of the powers conferred by sub-section (1) of section 3 of the All India Service Act, 1951 (61 of 1951) the Central Government, after consultation with the Government of the State concerned, hereby makes the following rules, namely:-

1. Short Title, commencement and application (1) these rules may be called the All India Service (Confidential Rolls) Rules, 1970.

2. They shall come into force on the date of their publication in the Official Gazette.

3. They shall apply to the writing and the maintenance of the confidential reports on the members of Service.

2. Definitions: - In these rules, unless the context otherwise required:-

1(a) 'accepting authority' means the authority who was during the period for which the confidential report is written, immediately superior to the reviewing authority and such other authority as may be specifically empowered in this behalf by the Government.

(a) 'Confidential report' means the confidential report referred to in rule 5:

1(b) 'confidential report' means the compilation of the confidential reports written on a Member of the Service and includes such other documents as may be specified by the Central Government, by special order, in the behalf:

1(C) 'Government' means:-

(I) In the case of a member of the Service serving in connection with the affairs of the Union or of a Union Territory, or serving under a company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government, or serving under a local body set up by an Act of Parliament, or serving under an inter-national organization, an autonomous body not controlled by the Central Government;

1 Inserted/ Substituted vide notification No.34/C71-Ais (III) Volt 1-A Dt.11-9-73.

(ii) In the case of a member of the Service serving in connection with the affairs of a State, or serving under a company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Government of a State, or serving under a local body set up by an Act of the Legislature of a State, the Government of that State.

(d) Member of the Service means a member of an All India Service as defined in section 2 of the All India Service Act, 1951 (61 of 1951);

(e) 'reporting authority' means the authority who was, during the period for which the confidential, report is written, immediately superior to the member of the Service and such other authority as may be specifically empowered in this behalf by the Government.

(f) 'reviewing authority' means the authority who was, during the period for which the confidential report is written immediately superior to the reporting authority and such other authority as may be specifically empowered in this behalf by the Government.

(g) 'State' means a State specified in the First Schedule to the Constitution and includes a Union Territory;

(h) 'State Government' means the Government of the State on whose cadre the member of the Service is borne and in relation to a member of an All India Service borne on Joint Cadre, the Joint Cadre Authority.

Government of India's Orders:

In pursuance of clause (b) of rule 2 of the All India Services (Confidential Rolls) Rules, 1970 the Central Government hereby specifies, the following documents to be included in the confidential rolls, as defined in that clause namely:-

(I) Letters of appreciation/Resolution issued by the Government to a member of the All India Service; record about any medals, awards etc. awarded to him in recognition of his service.

(ii) Copy of order imposing on the member of the Service of the penalties specified in the All India Services (Discipline and Appeal) Rules, 1969.

(iii) Copy of the Communication addressed to a member of the Service warning him or conveying the displeasure or reprimand of Government to which a reference is made in the Confidential Report for the relevant period.

(iv) Record of final result of the inquiry into the charges or allegations against a member of the Service, mentioned in his confidential Report.

(v) Copies of certificates regarding languages learnt by the member of the Service.

(vi) Copies of certificates regarding educational qualification acquired by the member of the Service after entering into the Service.

(vii) Copies of

a) Certificates (and mark sheets) regarding training received by a member of the Service; and

b) Evaluation sheets in respect of training programmes sponsored by Government of India of four weeks or more.

(viii) Record about any books, articles and other publications brought out by a member of the Service or for the publication of which he may be responsible.

Note: 1 Mention of items (v) may also be made on the first page of the C.R. Dossier in the Column "Language known" and "Educational Qualifications" respectively.

Note: 2 Details of the training under item (vii) may also be mention on the first page of the C.R. Dossier below the column "Educational Qualifications".

Note: 3 Information relating to item (viii) may be entered in a separate list to be kept in the C.R. Dossier. Copies of the articles, books and other publications need not be kept in the C.R. Dossier. No distinction is to be made between articles, books and other publications of a professional and those of a non-professional nature.

3. Maintenance and custody of confidential rolls:- (1) A confidential roll shall be maintain in respect of every member of the Service by the State Government as well as by the Central Government.

(2) The State Government as well as well as the Central Government may specify the manner in which the aforesaid confidential rolls shall be maintained and kept by it.

4. Form of the confidential report: - The Confidential report shall be written by the reporting authority in such form as may be specified by the Central Government.

Provided that the Government may make such additions in the form so specified as may be considered necessary or desirable by it to suit local conditions or requirements.

5. Confidential Reports:- (1) A confidential report assessing the performances. Character, conduct and qualities of every member of the Service shall be written for each financial year or calendar year, as may be specified by the Government (ordinarily within two months of) the close of the said year.

Provided that where a member of the Service is on deputation to an international organization, confident reports in respect of such member may be written.

(i) for the entire period of his tenure with the said organization even in a case where the period of such tenure exceeds one year; or

(ii) For such shorter period as may be considered convenient or necessary by the reporting authority having regard to the circumstances of each case, ordinarily within three months of the close of the said period.

Provided further that a confidential report may not be written in such cases as may be specified by the Central Government, by general or special order.

(2) A confidential report shall also be written when other the reporting authority or the member of the Service reported upon relinquishes of his charge of the post and in such a case, it shall be written at the time of the relinquishment of his charge of the post (ordinarily within one month)

Provided that a confidential report may not be written in such cases as may be specified by the Central Government by general or special order.

(3) Where more than one confidential report are written on a member of the Service during the course of a financial year or a calendar year, as the case may be, each such report indicate the period to which it pertains.

(4) Where the reporting authority has not seen, and the reviewing authority has seen, the performance of a member of the service for at least three months during the period for which the confidential report is to be written, the confidential report of any such member of the service for at least three months during the period for which the confidential is to be written ,the confidential report of any such member for any such member for any such period shall be written by the reviewing authority, and where, both reporting authority and reviewing authority have not seen and the accepting authority has seen, the performance s aforesaid of any such member during any such period ,the confidential report shall be written by the accepting authority.

(5) Where the authority writing the confidential report under sub-rule (2) or sub rule (4) is a government servant, such report shall be written before he retires from service.

(6) where the reporting authority , the reviewing authority and the accepting authority have not seen the performance of a member of the service for at least three months during the period for which the report ids to be written ,an entry to that effect shall be made in the confidential report for any such period by the Government .

(7) Notwithstanding anything contained in sub rules (1) , (2) and (4) it shall not be competent for the reporting authority , the reviewing authority or the accepting authority , as the case may be, where the authority writing the confidential report is not a Government servant to write a confidential report after he demits office .

Explanation: For the purpose of this, minister shall not be treated as having demitted office if the he continues to be minister in the council of the ministers with a different portfolio or in the council of ministers immediately reconstituted of the previous council of ministers of which he was a minister with same or different portfolio.

Government of India's Decisions:

According to the provisions contained in the sub-rules (1) of rule 5 of the Indian Administrative Service (confidential rolls) Rules, 1970a confidential reporting accessing the performance, character, conduct and qualities of every member of the service shall be written for each financial year, or calendar year, as may be specified by the government, ordinarily with in two months of the close of the said year. Further sub-rule (2) of rule 5ibid provides that a confidential report shall also be written either reporting authority or the member of the service reported upon

Relinquishes charge of the post and, in such case, it shall be written at the time of relinquishment of his charge of the post or immediately thereafter. Instances have come to notice where in the provision contained in the above said sub-rule (1) & (2) of rule 5 ibid are not being strictly followed. The delay in writing of the Confidential Reports defeats the very object of writing confidential reports in as much as it deprives the effected officers concerned to improve their performance and rectify the defects, if any, pointed out by the reporting officers.

It is, therefore, requested that special efforts should be made to ensure that the provision contained in sub rule (1) & (2) of rule % of the All India Services (Confidential Rolls) Rules 1970 are strictly compiled with.

(F.No.11059/13/82-AIS (III), dt. 11.1.84.)

(2) A question has been raised as to what exactly is meant by the term 'immediately thereafter' in sub-rule (2) of rule 5. it is clarified that the confidential report in such cases may ordinarily written with in a period of two months from the date of relinquishment of charge of the reporting authority or the office reported upon as the case may be .

(F.No.11059/1/81-AIS (III), dt. 18.3.81.)

6. Review of the confidential report: (1) The confidential report shall be reviewed by the reviewing authority with in one month of it s being written:

Provided that this requirement may be dispensed within such case as may be specified by the Government, by general or special order.

(2) Were the report is written by the reviewing authority under sub-rule (4) of Rule 5 or where the reviewing authority has not seen, and the accepting authority has seen, the performance of a member of the service at least three months during the period for which the confidential report is written the confidential report of any such member for any such period shall be reviewed by the accepting authority, ordinarily one month of its being written.

(3) it shall be competent for the reviewing authority or the accepting authority, as the case may be review any such confidential reports unless it has been the performance of the member of the service for at least three moths during the period for the which has been written, and in very such case an entry, to that shall effect shall be made in the confidential report.

(4) Not with standing anything containing In sub-rules (1) and (2) it shall not be competent for the reviving authority or there accepting authority, as the case may be to review any such confidential report.

(a) Where the authority reviving the confidential report is a Government Servant, after he retires from service, and

(b) In other cases, after he demits office.

Explanation: For the purpose of this rule, a minister shall not be treated as having demitted office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the council of ministers immediately constituted after the previous Council of Minister of which he was Minister with the same or different portfolio.

6.A. Acceptance of the confidential report: (1) The confidential report, after review shall be accepted, with such modifications, as maybe considered necessary, and countersigned, by the accepting authority, ordinary with in one month of his review:

Provided that this requirement may be dispensed with in such cases as maybe specified by the Government, by general or special order:

Provided further that where the accepting authority has not seen the performance of any member of the service for at least three months during the period of which the confidential has been written, it shall not be necessary for the accepting authority to accept any such report.

Note: An entry to this effect shall be made in the confidential report.

(2) Notwithstanding anything contained in sub-rule (1), it shall not be competent for the accepting authority and countersign such confidential report.

(a) where the accepting authority is a Government servant, after he retires from service, and

(b) in other cases, after he demits office.

Explanation: For the purpose of this rule a minister shall not be treated as having demitted office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was Minister with the same or a different portfolio.

6.B Cases in which the accepting authority writes or review the confidential report: Notwithstanding anything contained in rule 5 or rule 6 where the accepting authority writes or reviews the confidential report of any member of the Service, it shall not be further necessary to review or accept any such report.

7. Communication of the confidential report to the Central Government and the State Government: A certified true copy of the confidential report shall be sent to the Central Government or the State Government or both to the Central Government and the State Government according as the member of the Service is serving in connection with the affairs of the State, on whose cadre he is borne or the union, or a State to which he has been deputed.

Provided that if the confidential report is written in a language other than Hindi or English, it shall be accompanied by the authentic certified translation in Hindi or English.

8. Communication or adverse remarks: (1) Where the Confidential report of a member of the service contains an adverse remark, it shall be communicated to him in writing together with a substance of the entire confidential report by the Government or such other authority as may be specified by the Government ordinarily within two months of the receipt of the confidential report and a certified copy to this effect shall be recorded in the Confidential Report.

(2) Where the reporting authority or the reviewing authority or the accepting authority records an adverse remark, he shall also record a note to the effect that the remark is an adverse remark;

Provided that the question whether a particular remark recorded in the confidential report of a member of the Service is an adverse remark or not shall be decided by the Government.

Provided further that in the event of any difference of opinion between the Central Government and the Government of a State whether a particular remark is to be deemed an adverse remark or not, the opinion of the Central Government shall prevail.

Explanation: For the purpose of these rules an adverse remark means a remark which indicates the defects or deficiencies in the quality of work or performance or conduct of an officer, but does not include any word or words in the nature of counsel or advice to the officer.

9. Representation against adverse remarks: A member of the Service may represent to the Government against the remark communicated to him under: Rule 8 within (45) days of the date of its receipt by him:

Provided that the Government may entertain a representation within three months of the expiry of the said period if it is satisfied that the member of the service had sufficient cause for not submitting the representation in time.

10. Consideration of representation against adverse remark: (1) The Government shall, and if it considers necessary, in consultation with the reporting authority, the reviewing authority or the accepting authority, consider the representation made under Rule 9 by a member of Service and pass orders as far as possible within three months of the date of submission of the representation.

(a) rejecting the representation, or

(b) toning down the remark, or

(c) expunging the remark;

Provided that where an order toning down or expunging the remark is passed, a copy of such order and if the order is passed beyond twelve months after the close of the financial year or calendar as the case may be to which the remark pertains, the reasons therefore, together with the certified true copies of the representation made and the remarks of the reporting authority and the reviewing authority, shall be endorsed to the Central Government or the State Government according as the member of Service is serving in connection with the affairs of a State on whose cadre he is borne on the Union or a State to which he has been deputed.

(2) The order so passed on the representation shall be final and the member of the Service concerned shall be informed suitably.

10-A General: The Central Government may issue such instructions not consistent with the provisions of these rules, as it may consider necessary, with regard to the writing of the confidential reports, and maintenance of the confidential rolls and the effect of the confidential reports on the conditions of service of a member of the Service.

11. Interpretation: Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Central Government who shall decide the same.

Para-7 Date of submission of the confidential Report:

The first reporting officer will forward the report by the 15 th April and intermediate authorities will pass on the report with their remark to the next higher authority within one week of its receipt by them. These reports should reach the Head of Departments not later than the 15 th May and the Secretariat concerned not later than the end of May every year.

In the case of officers deputed to another Department/State Government on foreign Service, the present department of the Government Servant should maintain the confidential reports of such officers and the periodically or rendition of such reports should conform to the periodically adopted in his present department. The Head of the parent department should obtain their confidential reports, at the beginning of every year from the borrowing department or concerned department for further disposal.

8. Disposal: (i) Confidential Reports on Gazetted Officers should be submitted to the Minister-in-charge and reports on all IAS and IPS officers and all other officers holding posts encarded in these services and those of the Head of Departments should be submitted to the Chief Minister. The Secretary to Government in the department concerned should find out annually from the Minister concerned which personal files, the Minister would like to see and submit only those personal files of Gazetted Officers to the Minister-in-charge or the Chief Minister as the case may be. The Secretary may suggest to the Minister-in-charge that it would do if he saw only those personal files of gazetted officers which are maintained in the Secretariat.

(ii) The personal files of the Gazetted Officers should be retained at Secretariat level as follows.

Revenue Deputy Collectors and above.

Health, Housing and Municipal Civil Surgeon and Assistant Directors of Public

Administration Dept. Health and above.

Public works Department. Superintendent Engineering and above.

All other Departments Officers of the District level and above.

In the case of all other Gazetted Officers (i.e., those below the levels mentioned above), the Heads of Departments may be required to furnish personally an annual Certificate in writing to the concerned administrative Department that the personal files, of which he is the custodian, are complete, inclusive of the report for the last completed year. The Heads of the Departments should be obtain similar certificates from their subordinate officers in regard to personal files of which the latter are the custodians.

(iii) The originals of the confidential reports on those gazetted officers, whose personal files are available with and in the custody of the Secretary to Government in the administrative department concerned should be filled in the personal files of the officers concerned reports in respect of officer whose personal custody files will be with the heads of departments, will be recorded in the Secretariat and retained by the Secretary while duplicate copies of such reports should be filled in the concerned officers Personal Files that are kept in the personal custody of the Head of the Department. The reports on Indian Administrative Service and all other officers holding posts encarded in the IAS, the Inspector-General of Police, the Additional Inspector-General of Police, Heads of Department is responsible for leave, transfer etc., will be retained in the personal custody of the Chief Secretary who is the custodian of the personal file if those Officers.

The original reports on IPS Officers other than those of Inspector General of Police and the Additional Inspector-General of Police and the officer holding posts encarded in the IPS will be recorded in the General Administration Department while the duplicate copies thereof should be filed in the respective personal files which will be kept in the personal custody of the Inspector General of Police.

9. Register to watch the disposal of reports: A register as indicated in the Annexure-IV to these instructions will be maintained by all Heads of Departments and Secretaries to Government to watch the timely receipt of confidential reports and their final disposal by the prescribed dates.

10. The Departments of Secretariat may issue subsidiary instructions laying down the procedure to be followed for implementing the main orders and principles as stated above.

11. Forwarding of confidential reports on Government Servants to Private/Semi-Government autonomous bodies etc: Copies of confidential reports on Government Servants or even the substance of such reports should not be sent to private bodies, in connection with appointments to posts advertised by them or for other purposes. But if a request is received from a public or semi-autonomous body controlled by Government only a gist of the reports may normally be supplied. There may however, be cases in which it is in Government's own interest that the management of a corporate public enterprise should see the confidential reports in full. In such cases the reports may be shown under the orders of the head of the department or of the Secretary concerned where the reports relate to a Gazetted Officer.

12. The duties of the officers as laid down in the above instructions are indicated in Annexure-V.

INDIAN FOREST SERVICE

FORM-I

JUNIOR TIME SCALE, SENIOR TIME SCALE AND SELECTION GRADE

Reports for the year / period ending _____

Part-I Personal data

(To be filled by the Administrative Section concerned of the Ministry/Department/Office.)

1. Name of Officer:
2. Cadre and year of allotment:
3. Date of Birth:
4. Date of continuous appointment to present grade: Date : Grade:
5. Present post and the date of appointment thereto: Date: Post:
6. Period of absence from duty (on leave, training, etc, during the year. If he has undergone training, please specify).

Part-II To be filled in by the officer reported upon

(Please read carefully the instruction given at the end of the form before filling the entries.)

1. Brief description of duties.
2. Please specify the quantitative / Physical / financial targets / objectives set for yourself or that were set for you in respect of eight to ten items of works, in order of priority and your achievement against each target. Targets : Achievements:
3. (a) Please state briefly the shortfalls with reference to the targets / objectives referred to in column 2. Please specify constraints, if any, in achieving the targets.
(b) Please also indicate in which there have been significantly higher achievements and your contribution thereto.

Part-III To be filled in by the reporting authority

(Please read carefully the instructions given at the end of the form before filling the entries.)

NATURE AND QUALITY OF WORK

1. Please comment on Part-II as filled out by the Officer and specifically state whether you agree with the answers relating to target and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.
2. Quality of output – Please comment on the officer’s quality of performance having regard to standard of work and programme objectives, and constraints, if any:
3. Knowledge of sphere of work – Please comment specifically on each of these: level of knowledge of functions, related instructions and their application.

ATTRIBUTES

1. Attitude to Work – Please comment on the extent to which the officer is dedicated and motivated and on his/her willingness and initiative to learn and systematize his/her work.
2. Decision-making ability – Please comment on the quality of decision-making and of ability to weigh pros and cons of alternatives.
3. Initiatives – Please comment on the capacity and resourcefulness of the Officer in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work.
4. Ability to inspire and motivate – Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.
5. Communication skill (Written and Oral) Please comment on the ability of the officer to communicate and on his/her ability to present arguments.
6. Inter-personal on the quality of relationship with superior colleagues and subordinates, and on the ability to appreciate others point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.
7. Relations with the public – Please comment on the officer’s accessibility to the public and responsiveness to their needs.
8. Attitude towards Scheduled Castes/Scheduled Tribes/ Weaker Sections of Society – Please comment on his/her understanding of the problems of Scheduled Castes and Scheduled Tribes/Weaker Sections and willingness to deal with them.

ADDITIONAL ATTRIBUTES

(for officers of 12 years of service and above only)

1. Planning ability – Please comment whether the officer anticipates problems, work needs, and plans accordingly and is able to provide for contingencies.
2. Supervisory ability – Please comment on the officer’s ability relating to:
 - (i) proper assignment of tasks:
 - (ii) identification of proper personnel for performing the tasks:
 - (iii) guidance in the performance of tasks; and
 - (iv) review of performance:
3. Co-ordination ability – Please comment on the extent to which the officer is able to achieve co-ordination in formulation and implementation of tasks and programmes by different functionaries involved.
4. Aptitude and Potential – Please indicate three fields of work from amongst the following for possible specialization and areer development of the officer. Please mark 1, 2, 3 in there appropriate boxes. 

1. Wild Life Management 

2. Forest Research 

3. Social Forestry & Extension 

4. Tribal Welfare 

5. Forest Protection 

6. Forest Management including marketing of Forest Products and

especially in rural areas. 

7. Any other field (Please specify) 

8. Training

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer. (While specifying the areas of training, it is not necessary to confine to the fields referred to in column 4.)

PART-IV General

1. State of health -

2. Integrity – (Please see Note below the instructions)

3. General assessment – (Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any not covered by the entries above).

4. Grading:- (Outstanding / Very Good / Good / Average / Below Average (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed Grounds for giving such a grading should be clearly brought out.)

Place: Signature:

Date: Name in block letters:

Designation:

(During the period of Report)

PART-V Remarks of the Reviewing Authority

1. Length of service under the Reviewing Authority

2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?

3. Do you agree with assessment of the officer given by the reporting authority?

(In case of disagreement, please specify the reasons; Is there anything you wish to modify add?)

4. General remarks with specific comments about the general remarks given by the reporting authority and remarks about mentorious work of the officer including the grading.

5. Has the officer has any special characteristics, and/or any exceptional merits or abilities would justify his/her selection assignment or/out of turn promotion? If so specify.

Place: Signature of the Reviewing authority

Date: Name in block letters:

Designation:

(During the period of Report)

PART-VI Remarks of the Accepting Authority

(i.e., next superior authority)

Place: Signature of the Accepting Authority

Designation:

(During the period of Report)

FORM II

CONSERVATORS OF FORESTS

Report for the year / period ending.....

PART-I PERSONAL DATA

(To be filled by the Administrative Section concerned of the Ministry / Department / Office).

1. Name of Officer

2. Cadre and year of allotment

3. Date of Birth

4. Date of continuous

appointment Date Grade

5. Present post and date of

Date Grade

6. Period of absence from duty (on leave, training, etc., during the year, if yes has undergone training please specify).

PART-II To be filled in by the Officer Reported upon

(Please read carefully the instructions given at the end of the form before filling the entries).

1. Brief description of duties -

2. Please specify the quantitative/physical/financial targets/objectives (8 to 10 items priority wise/in order of importance) set for yourself or that were set for you and your achievements against each target.

Targets Achievements

3. Please state briefly your achievements with reference to targets/objectives referred to in column 2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.

4. Please state briefly the shortfalls with reference to the targets objectives referred to in column 2. Please specify the constraints, if any, in achieving the targets.

PART-III To be filled in by the Reporting Authority

(Please read carefully the instructions given at the end of the form before filling the entries).

A. NATURES AND QUALITY OF WORK

1. Please comment of Part-II as filled out by Officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and short falls. Also Specify constraints if any, in achieving the objectives.

2. Quality of output – Please comment on officer’s quality of performance having regard to standard of work and programme objectives and constraints, if any.

3. Knowledge of sphere of work – Please comment specifically on each of these: level of knowledge of functions, related instructions and their application.

B. ATTRIBUTES

1. Leadership qualities – Please comment on the capacity-

2. Please comment on the capacity of the officer to set targets and objectives,

Understand the environment, anticipate change the contribute new methods of work towards achieving the targets an objective.

2. Managment qualities-

Please comment of the officer’s willingness to assume Responsibility, organizing capacity, ability to provide timely and proper guidance and regard for training and development of subordinates.

3. Initiative and planning ability:-

Please comment on the capacity and resourcefulness of the officer to anticipate the problems and to plan, in advance, action to meet such situations. Also comment on then capacity and resourcefulness of officer in handling unforeseen situations on his/her own willingness to take additional and new areas of work.

4. Decision making ability –

Please comment on his/her ability to take decisions and to weigh pros and cons of alternatives.

5. Communication skill (written and oral)-

Please comment on the ability of the officer communicate and on his/her ability to present arguments.

6. Appraising ability – Please comment on the officer’s skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner.

7. Inter-personal relations and team work – lease comment on the quality of relationship with superior colleagues and subordinates on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.

8. Relations with the public – Please comment on the officer’s accessibility to the public and responsiveness to their needs.

9. Attitude towards Scheduled Castes / Scheduled Tribes / Weaker Sections of Society. Please comment on the officer’s understanding of the problems of Scheduled Castes and Scheduled Tribes and his/her efforts to deal with them.

10. Aptitude and Potential – Please indicate three fields of work from amongst the following for possible specialization and career development of the officer. Please mark 1,2,3, in three appropriate boxes.



1. Personal Administration

2. Financial Administration

3. Rural Development Administration

4. Social Forestry and Extension

5. Planning including project formulation and evaluation.

6. Economic and Commercial Administration

7. Wild Life Management

8. Forest research 

9.. Tribal Welfare 

10. Forest protection 

11. Forest Management including Marketing of forest products and especially in rural areas.

PART – IV General

1. State of health -

2. Integrity (Please see Note below the instructions)

3. General assessment (Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any not covered by the entries above.

4. (Outstanding / Very Good / Good / Average / Below Average) (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed grounds for giving such as grading should be clearly brought out.)

Place: Signature:

Date: Name of the Reporting Authority

Designation

(During the period of Report)

PART – V Remarks of the Reviewing Authority.

1. Length of service under the Reviewing Authority.

2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all then relevant material?

3. Do you agree with the assessment of the office given by the reporting authority? (In case of disagreement please specify the reasons. If there anything you wish to modify of add?)

4. General remarks with specific comments about the general remarks given by the reporting authority, and remarks about the meritorious work of the officer including the grading.

5. Has the officer any special characteristics and/or any exceptional merits or abilities which would justify his/her selection assignment of out of turn promotion? If so, specify.

Place: Signature of Reviewing Authority

Date: Name in block letters.

Designation.

(During the period of Report)

PART – VI Remarks of the Accepting Authority

(i.e., next superior authority)

Place: Signature of Reviewing Authority

Date: Name in block letters.

(During the period of Report)

FORM – III

ADDITIONAL CHIEF CONSERVATOR OF FORESTS AND

CHIEF CONSERVATOR OF FORESTS

Report for the year / period ending.....

Part – I PERSONAL DATA

(To be filled by the Administrative Section concerned of the Ministry/Department/Officer.)

1. Name of office
2. Cadre and year of allotment.
3. Date of Birth
4. Date of continuous appointment to present grade Date Grade
5. Period of absence from duty (on leave, training, etc. during the year. If he has undergone training, please specify.

PART – II To be filled in by the Reporting Authority.

(Please read carefully the instruction given at the end of the form filling the entries.)

1. State of health
2. General assessment – (this should contain in a narrative form an overall assessment of the Officer's personality, his/her good qualities and shortcomings and should in particular touch on the following points viz., quality and planning ability, leadership qualities and initiative attention to detail, industry and conscientiousness, judgement, speed of disposal, willingness to accept responsibility and take decisions, relations with subordinates and colleagues, public relations, interest in training and development of subordinates and in the development of Scheduled Castes / Scheduled Tribes and weaker section of society.)
3. Integrity – (Please see note below the instructions)
4. Grading (Outstanding/Verygood/Good/Average/Below) (An officer should not be graded outstanding unless exceptional qualities and performance have been noted; grounds for giving such a grading should be clearly brought out);

Place: Signature of the Reviewing Authority

Date: Name in block letters**Designation****(During the period of Report)****PART – III Remarks of the Accepting Authority**

(Wherever applicable)

1. Length of service under the Reviewing Authority.
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with the due care and attention and after taking into account all the relevant material?
3. Do you agree or disagree with the assessment of the officer given by the Reporting Authority? Is there anything you wish to modify or add?
4. General remarks with specific comments about the general remarks given by the Reporting Authority and Remarks about the meritorious work of the officer.
5. Has the officer any special characteristics and/on any exceptional merits or abilities which would justify his/her advancement and special selection for higher appointments. If yes please mention these characteristics briefly.

Place: Signature of the Reviewing Authority

Date: Name in block letters

Designation**(During the period of Report)****ANNEXURE – I****FORM ‘A’****Annual Confidential Report on Gazetted Officers for the year****(From To)**

Date of Birth:

1. Name of Officer:

2. Appointment held during the year (with date) and pay: and scale of pay

3. General qualifications and aptitude for post held including any special or technical and professional attainments.

Manner in which the officer discharged his duties during the year i.e., if satisfactory or otherwise (special instances on un-satisfactory work if adversely commented on to be cited with number and date of orders passed.)

5. Does the officer exhibit:-

- Patience.
- Pact.
- Courtesy.
- Impartially in his relation with the public and subordinate or superior staff with whom he comes in contact.

6. Is the officer:-

(i) Of good character.

(ii) Of sound constitution.

7. Is the Officer:-

(i) Physically energetic.

(ii) Mentally alert.

8. Has the Officer:-

(i) Initiative and drive?

(ii) Powers of control?

(iii) Powers of application?

9. Has the officer any special characteristics and/or any outstanding merits of abilities which would justify advancement and special selection for higher appointments in the Service.

10. Is he confirmed in this post? If not, what is his substantive post?

11. Has he crossed the efficiency Bar in the present: grade/ If so, date. 12. Punishments censures or special commendations in the period under report.

13. (a) Date of communication of adverse remarks since last report.

(b) Orders on the representation if any arising from above.

14. General remarks, (Comment Generally on the way of the officer has carried out his duties estimate of his personality etc.)

15. Reporting Officer.

Date: Signature:

Name and Designation:

(In block letters.)

16. Remarks of the counter signing Officer. :

Date: Signature:

Name and Designation:

(In block letters.)

17. Opinion of the Head of the Department (when not reporting Officer) on conduct efficiency of officer reported on.

Date: Signature:

Name (In block letters)

Head of the Department.

ANNEXURE – II

FORM – B

Annual Confidential Report on Non-Gazetted Officers Ministerial staff for the year 199-

Name: Branch:

Post held:

- Date of Birth:
- Entry to Government Service Present Grade and pay.

1. Knowledge of:- (a) Branch of Section, (b) Department,

2. Personality, Conduct and Character, (3) Power of taking responsibility, (4) Initiative, (5) (a) Judgement, (b) Accuracy, (6) Tact and temper, (7) Power of Supervising staff, (8) Zeal and industry, (9) Health, (10) Attendance, (11) Capacity to note and draft, (12) Fitness for promotion or Conformation, (13) Punishments, Censures or Special commendation in the period under report, (14) Date of communication to the officer of any Adverse remarks since last report, (15) Indebtedness (if indebted, the extent of personal responsibility for incurring the debts), (16) Is he confirmed in this post is not, what is his substantive post, (17) Has he crossed the efficiency Bar in the present grade? If so, date, 18. General Remarks (including a Statement on discipline, integrity, reliability and other special qualifications not included above.)

19. Reporting Officer: Signature and Date

Name and Designation

(in Block letters)

20. Remarks of the countersigning if any. Signature and the

Name and Designation

21. Opinion of the Head of the Department of the Signature and Date

conduct and efficiency of the officer reported on. Name (in Block letters)

Head of the Department

ANNEXURE – III

FORM – D

Annual Confidential Report on Gazetted Officers “Technical” (Forest Department) for the year.

1. Name of Officer: Date of Birth:
2. Appointment held during the year (with dates) and pay scale of pay.
3. General Qualifications and aptitude for post held including any special or technical and professional attainments.
4. Manner in which discharged his duties during the year i.e., if satisfactory or otherwise (specific instances of unsatisfactory work if adversely commented on to be cited with number and date of orders passed.)
5. Does the officer exhibit:
 - a) patience.
 - b) Tact.
 - c) Courtesy.
 - d) Impartiality in his relations with the public, and subordinate or superior staff with whom he comes in contact?
6. Is the officer:
 - a) of good character and integrity?
 - b) of sound constitution?
7. Is the officer:
 - a) Physically energetic?
 - b) Mentally alert?
8. Has the officer:
 - a) Initiative and drive?
 - b) Powers of control?
 - c) Powers of application?
9. Has the officer any special characteristics and or any outstanding merits of abilities which justify his advancement and special section for higher appointments in the service?
10. Is he confirmed in this post? If not, what is his substantive post.
11. professional knowledge:
 - Proficiency in:
 - Engineering.
 - Surveying and levelling.
 - Drawing.
 - Silviculture
 - Forest utilization.
 - Office work and accounts.
 - Has he taken pains to acquaint himself fully with the resources of the district in all matters likely to effect his professional work .
- 3) What steps has be taken to maintain his technical knowledge upto date and to enlarge
12. Departmental Experience.
 - is he prompt in the submission of estimates.
 - Does he work to his estimates.
 - Does he watch his expenditure carefully and work out his grants?
 - Does he take steps to realise the venue due to government in time.

13. Punishments, Censures or special commendations in the period under report.

14. Fitness for declaration of probation (in the case of probationers only.)

15. Fitness for continuance in the temporary promotion or appointment under emergency provisions as the case may be (in the case of those appointed or promoted temporarily.)

16. a) Date of communication of adverse remarks since last report.

- Orders on the representation if any, arising from (a) above.

17. General remarks (Comment Generally on the way the officer has carried out his duties estimate of his personality etc.,).

18. Reporting Officer. Name:

Designation:

19. Remarks of the Countersigning Officer

Name:

Designation:

20. Opinion of head of department (when not reporting Officer) on conduct and efficiency of Officer reported on.)

Head of the Department.

ANNEXURE – ‘A’.

DIVISIONAL FOREST OFFICER (FOR STATE SERVICE OFFICERS ONLY)

1. Name of the Officer :

2. Name of the Division :

held during the year

(with dates).

Basic achieve- Grading (check

Task pes- ment at the appropriate box)

cribed by close of the _____

the conserva- financial Exce- Good Fair Bad

tor of year. llent forests



- Planning control

and execution of

plantation and

-  Operations of

lease in the

division.`



c) Planning, Control
and execution of
works and its
check measurements.



d) Disposal of forest

forest



e) Disposal of disci-
plinary cases.



f) Realisation of
budgeted revenue
and regulation
of expenditure.



g) Planning and control
on execution of
harvest and collection
of beedi leaf.



h) Planning,ontrol
and execution of
timber operation
(inclusive of logging,transact,storage)

ANNEXURE – IV

Register to watch the Receipt and Disposal of Confidential

Reports (See Instruction 9)

..... Department.

SI. Name of Designation Due date of. Date of Date when

No. Officer receipt sent to Remarks

Secretary to Govt./

Head of Dept./

Minister

1. 2. 3. 4. 5. 6. 7.

ANNEXURE –V

1. The reports will be made out in the first instance by the immediate superior gazetted Officer of the Officer reported on (Instruction 1-d).

Note :- The section head in the Office of the Director/District Offices should initiate reports on the ministerial and non-technical staff working under them in the shape of a note which forms the basis of assessment for the immediate gazetted officer).

The report should be written or typed by the officer himself (Instruction) 1-a).

The name of the Officer should be written in block letters below his signature and his designation should also be indicated (instruction 1-a).

The report should be prepared in duplicate (instruction 1-a)

C.R. should never be folded (instruction-1-b)

If an officer is transferred during the year, the should be prepared for the first part of the year and forwarded to the Officer to whose charge he has been transferred (Instrution 1-e).

If the reporting Officer is transferred before July, he need not leave any report on the officers under him. If the reporting officer is transferred after July, he should leave a report on each of the officers under him to enable his sucessor to transcribe those remarks in to the annual C.R.stating the name of the author (Instruction a-f).

Annual C.R.s. should be forwarded to the Reviewing Officers by the 15 th April (Instruction 7).

He should not write C.R. on the Officers who have worked under him for a period of less than two months. If an Officer has worked during a year under different Officers for less than 4 months under each officer, the officer under whom he has worked for more than two months will write the report. (Memo.No 1855/Ser.c/75-1, SA(Ser-C) Dept, dated:23.8.1976 and instruction 1(f).

If a special report is called forj, it should be confined in details to the question or questions raised and submitted through the prescribed channels. The Special reports need not be recorded in the form of Annual confidential reports.

He will indicate in the special reports the steps taken by him to acquaint himself with the work of the Officer concerned with a view to furnishing report and should state the period for which he has experience of the work of the Officer concerned (Rule –5).

13. He can write C.R. of an officer under him, at any time should be considered that the conduct of an officer makes this action necessary.

14. The adverse remarks should be supported by specific evidentiary examples or instances as far as possible. (Note (iii) under Rule – 4).

15. The adverse remarks should be clear and unambiguous and be capable of either confirmation or contradiction.

(G.O. Ms. No. 407, G.A. (Ser-C) Dept dated 28-7-73)

16. Each officer initiating a C.R. should maintain a register in his personal custody, page-wise, officer-wise and this register should contain details of allegations, regarding corruption received against the officer in question. These are pocket note-books and maintained only for personal information, and they will not be handed over to the Successor.

(U.O. Note. No. 1532/Ser-C/75-1, dated 23-10-75)

REVIEWING OFFICERS

1. If the countersigning officer retires at the time the report is put up, he need not offer his remarks but the counter-signature will be done by his successor. (Rule 1-f).

2. If the countersigning officer retires after June, he may in his discretion leave a note on officer working under him for addition to the C.R> (Instruction 1-f).

3. If he differs from the reporting officer, he should invariably give his reason to substantiate his remarks. (Note 6 under Rule-4).

4. He will pass on the report to the next higher authority within one week of receipt by him (Rule-7)

5. The report should reach head of the Department and the Secretariat not late than 15 th May and 31 st May respectively. (Rule-7).

CUSTODIAN OFFICER

1. A register as indicated below should be maintained to watch the timely receipt of C.R. and their final disposal by the prescribed batch (Instruction 9).

Register to watch the Receipt and Disposal of C.Rs. Department

Sl_No	Name of the Officer	Designation	Due date of receipt	Date when sent to Secy, to Govt	Remarks

2. Confidential Reports should be written in the following form:-

Gazetted Officer, Form “A”

Non-Gazetted Officers, Form “B:

Gazetted Officers who holds technical posts,

(Instructions 1(i) to (iii), Form “C”

3. Name and designation of officers reported upon must be given in full and exactly as shown in the Civil List or Service Books. (Instruction 1-c).

4. Particulars of Officers should be filled in the Prescribed form and submitted to Reporting Officer for the period from 1 st April of a year to 31 st March to succeeding year. (Instruction 3). In case of probationers and emergency candidates reports may be written half year i.e., during April and October each year. (Notice under Instruction-3).

5. If a reporting officer is transferred or retired, Confidential Reports forms of all officers who have worked under him for more than three months should be submitted to enable him to write confidential reports (Rule 1-f).

6. It is desirable to get the confidential reports written by officers before their retirement and the practice of retired officers writing confidential reports should be discouraged. (Memo No. 631/Ser-C/76-1, dated 11-5-1975\6).

7. In case of officer deputed to other departments State Government or on foreign Service confidential reports should be obtained from borrowing departments/Authority. (Rule 7).

8. The note written by Section Head in the Offices of Directorates or District Offices which forms the basis for assessment by Gazetted Officers should be preserved in the personal file for a year as an Annexure for reference (Instruction – d).

9. Expressions of censures etc., conveyed, to an officer will not be recorded in confidential reports but a copy of letter conveying the censure will be attached to the Officers confidential documents.

The following entry may be made in the Annual reports:

Censure for

In letter No

Date (Instruction – 2)

10. The adverse remarks should be communicated by an officer immediately above the reporting officer (Note 1 under Instruction 4).

11. The form of Communication should be such as not unduly to discourage or embittered an officer. (Instruction 4, Note 1).

12. All adverse remarks should be communicated to the officer concerned within six weeks from the date of the receipt of confidential reports by the custodian of the personal file. (Instruction 4. 11 and Memo No. 2662/Ser./c 76-1, dated 28-12-1976).

13. The confidential report of its substance or its copies should not be sent to private bodies (Instruction 11).

14. If a request is received from the public or semi-autonomous body controlled by Government an extract of the report for the last 5 years may normally be supplied (Instruction 11).

15. There may be, however, cases in which it is in Government's own interest that the management of a corporate public enterprises should see these personal reports in full. In such cases the reports may be shown under the orders of the Head of the Department or of the Secretary concerned where the reports relates to a gazetted officer (Instruction 11).

16. Where adverse remarks expunged, the remarks should be pasted over, indicating side by side the reference through which expunction was ordered and signed by competent authority at the appropriate place indicating the date and designation. (Instruction 4-VII item (iii)). 17. In the case of Gazetted Officers, reports will be prepared in duplicate, one copy of which will be retained by the Head of Department and the other by Secretary to government (Instruction 1 – a).

CHIEF SECRETARY

1. In case Head of the Department is an IAS and Senior to Secretary, Chief Secretary, will be the reporting officer. (Note 1 under Rule 1 - d).

2. Adverse remarks against the Head of the Department should be communicated by Chief Secretary. (Note 1 under Rule 4).

3. In April and when Minister is about to relinquish charge of his office, he should be requested by Chief Secretary to records his remarks on Secretary, Special Secretary, Additional Secretary, Joint Secretary, who have worked under him, if he so wishes. (Rule 1-g).

4. When Secretary, special Secretary, Additional Secretary, Joint Secretary vacants his office the Minister may be requested to record such remark if he so wishes. (Rule – 1).

SECRETARY

1. He will be the reporting officer for Heads of Departments (Rule 1-d) except when Head of the department is an IAS and senior to him. (Rule 1-d).

2. He should find out from the Minister annually which files he would like to see. He may suggest to the minister to see only those confidential reports which are being maintained in Secretariat. Confidential reports of gazetted officers which Ministers like to see may be submitted to Minister. (Rule 8).

3. Confidential Reports of IAS / IPS Heads of department may be submitted to Chief Minister (Rule-8 – i).
4. The originals of the confidential reports on these gazetted officers whose personal files are in custody of Secretary should be filed in the personal file of the Officers concerned, and kept in the personal custody of the Secretary, (Rule 8-iii).
5. The originals of confidential reports on these gazetted officers whose personal files are in the custody of the Heads of Departments will be recorded in the Secretarial and retained by secretary while duplicate copies such reports should be filed in the concerned officers personal file that are kept in the custody of Head of the Department (Rule 8-iii and Instruction 1 (a)).

Procedure for Dealing with Representation against adverse remarks

The Officers reported against may represent against the adverse remarks communicated to him within six weeks from the date of receipt of adverse remarks. (Rule 4 (iv)).

After his representation is finally disposed of no further representation will be entertained. (Memo No. 1661/Ser-C,76-1, dated 28-12-1976).

DISPOSAL OF REPRESENTATIONS

1. The authority to whom an appeal would lie against an order censure, is the competent authority, (Rule 4-iv).
2. The competent authority will decide scope of enquiry to be held on the representation having regard to the reporting officers remarks and the contentions contained in the representation and take further action as indicated below (Rule 4 vii).
3. If there is no sufficient ground for interference, the representation should be rejected and the officer informed accordingly, (Rule 4 – vii (i)).
4. If he feels that the remarks should be toned down, he should make necessary entry with proper attestation at the appropriate place of the report. Previous entries should not be corrected (Rule 4-vii (ii)).
5. If the competent authority comes on the conclusion that the adverse remarks was inspired by malice or was entirely incorrect or unfounded and deserved expunction he should paste over the remarks and indicate side by side the reference through which the expunction was ordered and append his full signature with date and designation and the officer informed according, (Rule 4-vii (iii)).
6. The representation should not be added to the confidential report (Rule 4-vii (iv)).
7. The competent authority may if the officer concerned has sufficient cause for not submitting his representations within six weeks, extend the period suitably.

(Memo No. 2662/Ser-C/76-1. dated 28-12-1976).

8. The competent authority should take a final decision within a period of 3 months from the date of submission of representation. (Memo No. 2662/Ser-C/76-1, dated 28-12-1976).
9. After final decision has been taken on the representation, no further representations should be entertained. (Memo No. 2662/Ser-C.76-1, dated 28-12-1976).

PROCEDURE FOR DEALING WITH REPRESENTATIONS OF OFFICERS OF ALL INDAI SERVICES AGAINST ADVERSE REMARKS.

* * *

1. The representation should be examined by an officer superior to the Reviewing Officer in consultation, if necessary, with the reporting and reviewing officer. The superior officer referred to shall be regarded as the competent authority to deal with such representations. Rule 6-i).
2. The competent should take action as indicated in item 1 to 7. (Rule 6-ii).
3. The competent authority should before such action is taken, bring it to the notice of the Head of the Department if he himself does not occupy the position (Rule 6-iii).

(C.R. Confidential Report)

GOVERNMENT OF ANDHRA PRADESH**ABSTRACT**

Public Services – Forest Department – Personal Files – Assessment of performance of Government employees – Assessment Roll in respect of Officers working in the Forest Department – Prescription of Revised Orders – Issued.

Food and Agriculture (For – II) Department.

G.O. Ms. No. 1433 Dated 31 st December, 1973.

Read the following

Read 1. G.O. Ms. No. 727, General Administration (ARC & S) Department dated 6-12- 1968.

2. G.O. Ms. No. 1655, Food and Agriculture (For-II) Department dated 10-9-1969.

3. Govt. Memo No. 2397/For-II/73-7 dated 19-09-1973.

Read Again 4. From the Chief Conservator of Forests letter No. 84718/68. M4 dated 10-10-1973.

* * *

ORDER:

In the G.O. first read above, it was ordered that in addition to the present character roll, provision should be made for an objective measurement of the actual performance of tasks entrusted to Government employees by prescribing assessment rolls. Selections for promotions to higher posts will be base on due assessment of the assessment rolls and confidential reports of the candidates eligible for promotion. In the G.O. second read above orders were issued prescribing assessment rolls for the following categories of Gazetted of Gazetted and Non-Gazetted Officers of the Forest Department.

1. Divisional Forest Officers.
2. Range Officers.
3. Deputy Range Officers or Foresters.
4. Forest Guards.

It was also ordered that the assessment rolls prescribed be tried on trial basis for the year 1969-70 and the position reviewed.

2. In the Government Memo third cited, instructions were issued to examine the assessment rolls already prescribed in the light of the guide lines laid down therein and submit proposals to Government for revising the assessment rolls already prescribed, if necessary. The Chief Conservator of Forests in his letter fourth cited has stated that he had constituted a Committee consisting of the senior Conservators of Forests and the Committee after taking into consideration the normal tasks, duties and responsibilities assigned to the different categories of officers have prepared assessment rolls for approval of the Government and has proposed that they may be adopted from the year 1973-74 onwards.

3. Government consider that the assessment rolls should be accompanied by suitable explanation of the remarks giving a factual account in particular of the targets given and achievements. Subject to the above condition, the Government in supersession of the orders issued in the G.O. first read above prescribed assessment rolls for the various categories of posts in the forms annexed to this order. They also direct that the revised assessment rolls shall be used from the year 1973-74 onwards.

(BY THE ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

ANNEXURE “A”

ASSESSMENT ROLL

DIVISIONAL FOREST OFFICER (FOR STATE SERVICE OFFICERS ONLY)

- 1. Name of the Officer. Date of Birth:
- 2. Name of the Divisional held during the year (with dates).

Basic task prescribed by the Conservator of Forest Achievement at the close of financial year. Grading (Check appropriate box)
Excellent Good Fair Bad

i. Planning Control and execution of Plantation and Nursery works. 

ii. Operations of leases in the division. 

iii. Planning Control and Execution of works and check measurements. 

iv. Disposal of forest Offences. 

v. Disposal of Disciplinary Cases. 

vi. Realization of Budgeted revenue regulation of Expenditure. 

vii. Planning, control and execution of timber operations (inclusive of logging, transport storage). 

CONSERVATOR OF FORESTS _____ CIRCLE

ANNEXURE “B”

ASSESSMENT ROLL

WORKING PLAN OFFICER / RESOURCES SURVEY ASSISTANT CONSERVATOR OF FORESTS

(FOR STATE SERVICE OFFICERS ONLY)

1. Name of the Officer: Date of Birth:
2. Name of the charge held during the year, with dates.

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box) Excellent Good Fair Bad
3. Reconnaissance		
1. Field work.		
1. Collection of statistics.		
6. Formulation and drafting of plan.		

NB: - Strike out that is not applicable.

CONSERVATOR OF FORESTS _____ CIRCLE.

ANNEXURE “C”

ASSESSMENT ROLL

SUB DIVISIONAL FOREST OFFICER (FOR STATE OFFICERS ONLY)

1. Name of the Sub-Divisional Forest Officer. Date of Birth:
2. Name of the Sub-Divisional held during the year:

Basic task prescribed by the Divisional Forest officer.	Achievement at the close of financial year.	Grading (Check appropriate box) Excellent Good Fair Bad
3. a). 1. Organizing collection of bdei leaf.		
2. Checking the Khallas. b) Organizing of nursery of plantation works.		
c) Checking of coupes.		

d) Execution & Check-measurement.		
e) Disposal of Forest Offences.		
f) Enquiries in to disciplinary cases.		
g. Other special tasks allotted.		

DIVISIONAL FOREST OFFICER DIVISION _____

ANNEXURE “D”

ASSESSMENT ROLL

FOREST RANGE OFFICER

1. Name of the Range Officer: Date of Birth:

2. Name of the Range held during the year (within dates).

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box)
		Excellent Good Fair Bad
3. Plantation and Nursery works		
4. Working of various lease units.		
5. Realization of Budgeted, revenue and expenditure.		
6. Protection of Forests		

DIVISIONAL FOREST OFFICER DIVISION _____

ANNEXURE “E”

ASSESSMENT ROLL

RESEARCH RANGE OFFICER

1. Name of the Range Officer: Date of Birth:

2. Name of the charge.

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box) Excellent Good Fair Bad
3. Execution of experiments and maintenance of records.		
4. Collection and Evaluation of data.		

SILVICULTURIST

ANNEXURE “F”

ASSESSMENT ROLL

RESEARCH DEPUTY RANGE OFFICERS AND FORESTERS

1. Name of the Deputy Range Officer / Forester. Date of Birth:

2. Name of the charge.

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box) Excellent Good Fair Bad
3. Execution of work		

SILVICULTURIST

ANNEXURE “G”

ASSESSMENT ROLL

DEPUTY RANGE OFFICERS AND FORESTERS

1. Name of the Deputy Range Officer / Forester. Date of Birth:

2. Name of the Section held during the year (with dates).

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box) Excellent Good Fair Bad
3. Working of lease units.		

4. Detection and disposal of offences.		
5. Execution of Sanctioned works.		
6. Harvesting and collection of Beedi leaf.		
6. Beedi Inspection.		

FOREST RANGE OFFICER RANGE _____

**ANNEXURE “H”
ASSESSMENT ROLL
FOREST GUARDS**

1. Name of the Forest Guard. Date of Birth:
2. Name of the beat during the year (with date).

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box) Excellent Good Fair Bad
3. Protection of Forests and plantations.		
4. Working of lease Units.		
5. Detection of Forest offences.		
6. Maintenance of boundaries of R.F. coupes and plantations.		

FOREST RANGE OFFICER RANGE _____

**ANNEXURE “I”
ASSESSMENT ROLL**

WORKING PLAN/RESOURCES SURVEY RANGE OFFICER/FORESTER/DY. RANGER

1. Name of the Range Officer / Forester / Deputy Ranger. Date of Birth:

2. Name of the charge held during the year (with date).

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box) Excellent Good Fair Bad
3. Field Work.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Collection of statistical data.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Preparation of maps.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

WORKING PLAN OFFICER / RESOURC#ES SURVEY OFFICER.