

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

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Ref.No.31957/88/M2,
Dated:30-8-1988.

Office of the Prl.Chief Conservator
of Forests, A.P. Hyderabad.

Circular No.4/88/M2.

Sri K.V.S. Babu, IFS.,
Prl.Chief Conservator of Forests and
Ex-Officio Secretary to Govt.(Forests)

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Sub:-Writing of confidential Reports and their
maintenance - Instructions - Issued.

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Instructions were issued from time to time for the maintenance, up keep and scrutiny of Confidential Reports on Government Employees/Officers. As you are aware that annual Confidential Reports of all Gazetted Officers and Officers the highest Non-Gazetted categories are required to be initiated by the Reporting Officer concerned for the year ending 31st March, and submitted before 15th April to the Counter Signing Officer and thereafter to the accepting Authority before the end of May of the year.

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2) In spite of the clear instructions on the subject, missing Confidential Reports is posing a problem particularly while considering proposals for preparation of Panels by The Departmental Promotion Committee or while obtaining the concurrence of A.P. Public Service Commission to the draft panels. This mainly arises due to officers not writing Counter signing Confidential Reports on their transfer or on retirement.

3) Government in their Memo.No.57/Ser-C/88-2, G.A.(Ser.C) Department, dated 3-3-88, have considered that an officer who retires cases to be a Government Servant and as such, the officer who has retired from service cannot be asked to write the Confidential Reports on the officers who worked under him. Hence, Government have ordered that the Confidential Reports should be got written by the concerned officers. Positively, before their retirement. Where it was not possible, such Confidential Reports may be written by the officer immediately superior to the officer who has retired or the counter signing authority, as the case may be.

Government in their Memo.No.826/Ser-C/88-1, G.A.(Ser-C) Department, dt.8-8-1988 have also issued orders that it shall be the responsibility of all the Reporting/Counter signing officers to obtain blank Forms and initiate the Confidential Reports of Officers under them or counter Signature as the case may be on transfer or on retirement. Where cases of Confidential Reports being not written by an officer who ought to have done so, in future, he would be held personally responsible for the lapse.

4) Considering the above the following instructions are reiterated strict Compliance. The Departmental Promotion Committees look into the Annual Confidential Reports of the Officers for the proceedings 10 years in the feeder category or 5 years immediately proceeding the panel years the case may be. It is also requested to see whether there are any missing reports for the relevant period and, if so, to obtain it along with the reports for the year under report.

Further, it is requested to communicate Adverse Remarks if any, in the report received by the Custodians and to file the served copy in the personal File. The Occasion may also be taken by the Custodians to see whether there are any un-communicated Adverse Remarks in the report already filed with them, and if so, action could be taken to communicate them also atleast now and file acknowledgements in the Personal Files.

Where an officer is graded as "Outstanding", the officer making such categorization or remarks amounting to that should substantiate the reasons why he is doing so in the Confidential Report itself.

5) The above instructions should be followed scrupulously. The receipt of this Circular should be acknowledged on the Form enclosed.

Sd/-K.V.S.Babu,
Prd.Chief Conservator of Forests.

To
All Officers of Distribution List 'A'.