

Rc.No.44669/96/M4.
Dated: 4-11-1997.

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

// 115 //

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

Sri S.D.Mukherji, I.F.S.,
Prl.Chief Conservator of forests.

CIRCULAR No.14/97

Sub:- Establishment - Forest Department - System of Performance appraisal
reports for all the Officers - Regarding.

All the Conservators of Forests and Divisional Forest Officers are informed that, they are aware that, Government desired to evolve a system of performance appraisal report for all the officers in all the Departments on monthly basis to evaluate their work. In consonance to the above, a proforma - for the purpose was prescribed and communicated to all the officers.

In this regard, all the officers are informed that, the Principal Secretary to Government, Environment, Forests, Science & Technology Department has suggested to obtain a separate note from the officers viz., Conservators of Forests and Divisional Forest Officers in respect of disposal of disciplinary cases and complaints received by them, for assessing their performance while reviewing the Annual Confidential Reports.

All the Conservators of Forests and Divisional Forest Officers are requested to indicate the above details in their self assessment while initiating their Annual Confidential Reports enabling the reporting/reviewing/accepting authority to assess their performance while reviewing the Annual Confidential Reports.

These instructions should be followed scrupulously.

To
All the Conservators of Forests.
All the Divisional Forest Officers.

Sd/- S.D.Mukherji,
Prl.Chief Conservator of Forests

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