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Forest Headquarters,
Vazhuthacaud,
Thiruvananthapuram,
Dated 04.08.2003.

CIRCULAR NO. 8/2003

Sub: Forest Department – convening of Departmental Promotion Committee – preparation of confidential reports – instructions issued - regarding
Ref: G.O.(P) NO.344/66/Public dated 22.08.1966

As per the Rule 28(b)(i)4 of the Kerala State & Subordinate Service Rules the Departmental Promotion Committee has to meet periodically to prepare select lists, in the order of merit of the officers selected for appointment. The select lists have to be prepared during a calendar year for the vacancies estimated to arise in the next calendar year. Hence Departmental Promotion Committee has to be convened during September/October of every year for selecting the officers for promotion for the next year.

During the first six months of the year, action shall be taken to make all the confidential reports up-to-date i.e. confidential reports shall be made up-to-date before 30th June of every year. Simultaneously seniority lists shall also be made up-to-date and probation of officers in the field of choice declared.

Confidential reports on an officer should be prepared and submitted half yearly for the first 3 years of his service in one post. The period of half-yearly reports shall be the half year ending 30th June and 31st December each year to be submitted to higher authority within one month. The head of office concerned (reporting officer) should regard it as his personal and special responsibility to ensure that confidential reports are properly prepared in respect of all officers working under his direct or ultimate control and submitted for review after showing to the officer concerned. Report for a period of less than 45 days need not be prepared.

Unfortunately it has come to notice that certain reporting officers are not aware of the fact that preparation of the confidential reports of the subordinate officers working under their control is a part of their official duty and responsibility. Such officers have to understand that default on the part of an officer in the preparation and

maintenance of confidential reports on his subordinates will have to be mentioned in the confidential report on the reporting officer as a point of failure in his duty. Without getting the confidential reports in time the Departmental Promotion Committees cannot be convened as scheduled in the rules. Several complaints are also seen received regarding the delay in getting promotions as the Departmental Promotion Committee could not be held in time for want of confidential reports. Hence all the head of officers are hereby directed to prepare annual confidential Reports of the Subordinate officers under their control by the 1st February following the year reviewed (half yearly reports by the 1st February and 1st August following the half year) to the Reviewing officers concerned, the reviewing officers should pass on the report with their remarks to the next higher authority (custodian officer) within one week of its receipt by them. They are also directed to strictly observe all the instructions issued in this regard and to avoid the delay in future. Any laxity in this regard will be viewed seriously.

All the pending confidential reports of the subordinates for the year ended on 31st December 2002 should be prepared and forwarded to this office after reviewing before 31st August 2003. Please note that those who disregard the instructions will be liable for action under appropriate rules.

Heads of offices should acknowledge receipt of this circular by return of post itself.

Chief Conservator of Forests (Administration)

To

Chief Conservator of Forests / Administrators of Forests / central circle
Enclt: Ea 6351/2003 dt 25-8-2003
LON

copy to computer section.

sd/-
Conservator of Forests

Junior Supdt