

D3-55263/2016



Forest Headquarters,  
Vazhuthacaud,  
Thiruvananthapuram - 695 014.  
Kerala, India.

Phone { Office: 0471 - 2529111  
Fax: 0471 - 2338491  
Email: [apccf-admin.for@kerala.gov.in](mailto:apccf-admin.for@kerala.gov.in)  
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### **CIRCULAR No.08 /2018**

Subject: - Forest Department - Mode of preparation of Confidential reports –  
Instructions Issued – regarding

Ref:- Go(P) No.344/1966/PD dated 22.08.1966

It has come to notice that many of the reviewing officers are not submitting the confidential report in respect of the officers under their administrative control to the Additional Principal Chief Conservator of Forests (Administration) in time. Many difficulties are being experienced for convening Departmental Promotion Committees in time due to none receipt/delayed receipt/incomplete receipt of confidential report of the subordinate officers.

It appears that certain reporting officers are not aware of the fact that preparation of the confidential reports of the subordinate officers working under their administrative control is a part of their official duty and responsibility. Without getting the confidential reports in time the Departmental Promotion Committees can't be convened as mandated in the rules.

Confidential reports of an officer should be prepared and submitted half yearly for the first 3 years of his service. The same procedure has to be followed when an officer is promoted to a higher post. The period of half yearly reports shall be the half years ending 30<sup>th</sup> June and 31<sup>st</sup> December each year to be submitted to the higher authority within one month. The reporting officers should forward the Confidential reports on his subordinate by the 1<sup>st</sup> February following the year reviewed (the half yearly reports by the 1<sup>st</sup> February and the 1<sup>st</sup> August following the half year) and the successive authorities should pass on the report with their remarks to the Additional Principal Chief Conservator of Forests (Administration) within one week of its receipt by them. This time limit has to be strictly followed and the entire confidential reports of each year in final form should be submitted to the Additional Principal Chief Conservator of Forests (Administration) by the end of February of succeeding year.

In order to ensure that the Confidential reports are written up promptly by the reporting officers on their subordinates, before they relinquish charge of their posts on

transfer, all the reporting officers are directed to furnish a certificate to the superior officer to the effect that they have written up the confidential reports on all the subordinates in respect of whom they have to submit reports (Gov. circular No. 69265/M1/76/PD dated 08.07.1976). Default on the part of an officer in the preparation and maintenance of confidential reports on his subordinates should be mentioned in the confidential report on the reporting officer as a point of failure of his duty. It should be ensured that officers due to retire write up all the confidential reports that are due to be written by them before they actually retire. In case where the reporting officer has not prepared the confidential reports during the relevant period and has demitted office, the reviewing officer or the accepting authority who remains in office may write the report of the officer concerned. The same is also applicable in case of reviewing officers.

Superior officers should see that no portion of a subordinate's service has been left uncovered. Where any period of a subordinate's service has not been covered by a report the reasons for such omission should be recorded. Subordinate officers who reported upon strictly mention the reason of uncovered periods such as joining time/transfer of reporting officer/leave taken etc. in the self assessment report of the succeeding period's confidential reports.

The reporting officers and reviewing officers should ensure that the period under report is noted promptly in the space provided and that their signature are "dated" with name and designation in the forms for reporting. It is also directed that the confidential reports should be shown to the officers reported upon and their signatures obtained in token having seen the report before sending to the Additional Principal Chief Conservator of Forests (Administration). Incomplete reports shall be considered none submitted and the same summarily rejected.

As per rule 28 (b) 4 of the Kerala State & Subordinate Service Rules confidential reports for last 3 years should be submitted before the Departmental Promotion Committee. Since Junior Superintendents in the department are being promoted by less than 3 years service in recent years, it is unable to produce confidential reports of Junior Superintendent service period for complete 3 years. Hence reporting officers are directed to prepare the confidential reports of Head Accountants also (at least for last one year service period of Head Accountants) to overcome the difficulty.

Reviewing officers should strictly ensure that all reporting officers under their control have submitted the confidential reports of their subordinates for review in time.

It may be noted 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 post itself. The contents of the circular should be brought to the notice of all subordinates for which annual confidential reports required to be prepared.



Principal Chief Conservator of Forests &  
Head of Forest Force

To

All Principal Chief Conservator of Forests/ All Additional Principal Chief Conservator of Forests/ All Chief Conservator of Forests / All Conservator of Forests/All Divisional Forest Officers/All Wildlife Wardens/All Assistant Conservator of Forests/All Working plan Officers.

1. ✓ Copy to Additional Principal Chief Conservator of Forests (FMIS) to publish the same in Forest website.
2. Copy to all section heads in Head Quarters.
3. Stock file.