



GOVERNMENT OF KERALA

Finance (Establishment-B) Department

CIRCULAR

No. 68/2003/Fin.

Dated, Thiruvananthapuram, 26th August, 2003.

Sub.—Kerala General Service—Departmental Promotion Committee—  
Submission of Confidential Reports—Guidelines issued.

The Departmental Promotion Committee for the Kerala General Service in its meeting convened on 26-6-2003 has observed certain lapses regarding the preparation and maintenance of Confidential Reports of Officers of Kerala General Service and has resolved to issue detailed guidelines so as to avoid such lapses in future. The following instructions are issued to all officers of Kerala General Service for information and strict compliance.

2. Certain Officers are not submitting their confidential reports to the reporting officers in time. This is a serious lapse. It has also been observed that the confidential report is being misconstrued by many officers as only a document required for promotion; and some of them are not submitting confidential reports so as to avoid promotion. The Departmental Promotion Committee has expressed displeasure over this and has pointed out that confidential report is the basic service document to evaluate the performance, character and capabilities of an officer. It is an essential document to prove an officer's right and eligibility to continue in service and that his service, capabilities and qualities will be of benefit to the Government and the Public at large.

3. Therefore, if an officer is avoiding submission of confidential reports it shows his lack of responsibility, punctuality, commitment and lack of efficiency to undertake serious works. In the case of officers of Kerala General Service who are not submitting confidential reports in time to the reporting officer, disciplinary action will be initiated against them as per the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960. In the case of Junior Superintendents who are temporarily appointed as Divisional Accountants as per Rule 9 (a) (i) of General Rules of Kerala State and Subordinate Service Rules, they will be immediately reverted to their parent Cadre.

4. It has also been observed that certain Divisional Accountants in Kerala General Service are trying to continue as such as long as they wish by avoiding promotion through non-submission of confidential reports in time. This is against service rules and public interest. This also affects the genuine rights and interests of other Divisional Accountants who obey rules punctually. Government view this very seriously. Also the Divisional Accountants will not be allowed to relinquish promotion, as it has been noticed that such relinquishments are just for the sake of continuance as Divisional Accountants, which is against public interest.

5. All Officers should submit the confidential reports on or before January 31 of every calendar year to the Reporting Officer. The Officers should also intimate immediately to Finance (Establishment-B) Department that they have submitted the confidential reports for the year to the reporting officer. The date of submission, name and designation and office telephone number of the reporting officer should also be clearly indicated in the said intimation letter.

6. The reporting officer should forward these confidential report, after marking grades, to the reviewing officer before February 15th of every calendar year. He should also report the names and designations of officers under his control who have not submitted the confidential report, directly to Finance (Establishment-B) Department. The Reviewing Officer should forward the confidential report to the Government on or before February 28th of every calendar year.

7. The Reporting Officer and Reviewing Officer should ensure that there is no delay/failure on their part regarding the forwarding of the confidential report.

8. In the confidential reports Col. No. 16 "punishments awarded to the officer if any" should not be left blank. Clear and specific remarks should be entered under this column. If no punishments have been awarded to the officer, the remarks may be recorded as "to best of my knowledge and belief, punishments have not been awarded to the officer".

9. The Reporting Officer and Reviewing Officers should ensure, while forwarding the confidential reports that their signature, name, date and designation seal have been clearly and correctly recorded in the confidential reports.

V. S. SETHI,

Secretary (Finance Expenditure).

To

- All Divisional Accountants/All Executive Engineers.
- All Financial Assistants/All Superintending Engineers.
- All Finance Officers.
- The Chief Engineer (Irrigation & Administration/PWD Administration/Harbour Engineering).
- The Water Resources Department.
- The Public Works Department.
- The Stock file/Office copy.

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