

*Santhosh Kumar*

1103  
No.A1-1794/2014

Office of the Chief Engineer,  
Irrigation and Administration,  
Thiruvananthapuram.  
Dated 06/3/2014.

CIRCULAR

Sub: Estt.Irrigation- Preparation and maintenance of Annual Confidential Reports -Reg

Ref: GO (P) No.344/66/PD dated 22/8/1966.

In the Government order cited, Government have prescribed the procedure to be followed for the Preparation and maintenance of Annual Confidential reports of Government servants. Later various amendments were also issued. Despite such directions issued from time to time the Confidential Reports received in this office lacks some important points which cause much difficulty to the officers concerned in getting their period of probation declared as completed satisfactorily or even getting their promotions in time. Therefore, all the Reporting officers and Reviewing officers of this Department are directed to ensure the implementation of the following instructions while preparing Annual Confidential Reports. These instructions will not, however, override any orders or instructions issued by Government from time to time.

1. All officers should submit the Annual Confidential Reports on or before January 31<sup>st</sup> of each calendar year to the reporting officer concerned. It shall also be noted that Annual Confidential Reports are 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. It is not merely a document required for promotion.
2. The Annual Confidential Reports should be written or type written by the officer himself/herself. If typewritten, the officer should certify that he/she typed the report himself/herself.
3. The period under report is noted promptly in the space provided and that the signature are "dated" in the Annual Confidential Reports. Undated recording in the Confidential Reports either by the officer reported upon, reporting officer or reviewing officer shall strictly be avoided and such undated Annual Confidential reports will not be accepted under any circumstances.
4. The Annual Confidential Reports should be shown to the officers reported upon and their dated signature obtained in the space provided for the purpose in

token of having seen the report.

5. Separate Annual Confidential Reports should be submitted for each calendar year which should be submitted to the head of department through post/safe method.
6. The name of the officer reported upon must be given in full, in block letters and in the same manner as given in the service book.
7. Periods on leave, joining time etc shall not be included in the Annual Confidential Reports. Instead, a certificate to that effect should be furnished alongwith the Confidential Reports with counter signature of the reporting and reviewing officers. The certificate shall be in the form "certified that I have availed Commuted Leave/Earned Leave/Joining time for the period from ..... To ....."
8. The Colo.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 the best of my knowledge and belief, punishments have not been awarded to the officer".
9. No space in the Annual Confidential reports shall be left blank.
10. The instructions given in the last page of the CR form shall be followed while making entries in confidential reports.
11. The reporting officer and reviewing officer should ensure, while forwarding the Annual Confidential reports that their signature, name, date, designation seal and office seal have been clearly and correctly recorded/affixed.

Chief Engineers and Superintending Engineers should ensure that this circular is brought to the notice of all reporting and reviewing officers.

*[Signature]*  
For Chief Engineer.

To

The Chief Engineer/Superintending Engineer, *Project Circle*  
*KSRPX*

Copy to A2, A3, A7, A9 and B1 Sections.