

GOVERNMENT OF KERALA

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C) DEPARTMENT.

No.14673/Adv.C2/98/P&ARD. Dated, Thiruvananthapuram, 17-10-98.

C I R C U L A R

Sub:- Confidential Reports on Government Servants -  
Impartial and honest assesment and timely preparation -  
Instructions issued.

As per G.O.(P)No.344/66/PD dated 22-08-1986 <sup>1986 amended</sup> ~~2-1986~~ <sup>amended</sup>  
from time to time, the procedures for preparation and maintain-  
ance of Confidential Reports on Government Servants were laid  
down. Instructions were also issued mentioning the necessity  
for its timely submission.

2. The Estimate Committee (1996-98) in its 12th Report  
has recommended that the Reporting officers should write the  
Confidential Reports impartially and honestly taking into account  
the Reported officer's capability in work, punctability, ability  
to supervise and control the staff working under him and the  
capacity to handle his subordinate in getting their duties  
discharged. The Committee has also recommended that the higher  
officers should submit the Confidential Reports of their subordin-  
ates within the prescribed time.

3. All concerned are hereby instructed to see that the  
above points are also invariably followed while writing the  
Confidential Reports of the officers under them.

DHARAM VEER  
SECRETARY TO GOVERNMENT.

To

All Heads of Departments.

3.  
Forwarded by order  
Sd/-

SECTION OFFICER.

Indt. No A1/1431/TC/98, dt. 20-11-1998.

Copy communicated to all DTCs and RTOs, for strict  
compliance.

Copy to: CA to TC, Addl.T.C., Secy, STA, Sr. DTC, A, FO, LO, & TA.

Yours faithfully,

Sd/-

Administrative Officer,  
For Transport Commissioner.

Approved for issue

*[Signature]*  
28/10/98  
Senior Superintendent.

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