CIRCULAR

Sub:- Confidential Records- Preparation of Performance appraisals of the employees under ITD- Preparation and Maintenance- Instructions issued.

Ref:- 1. G.O (P) No. 344/66/PD dated 22.08.1966 of Public (Rules) Department.
3. Circular Memorandum No.157069/MI/74/PD dated. 03.01.1975.

In order to ensure the promptness with regard to the maintenance and custody of the Confidential Reports and for the timely convening of Departmental Promotion Committee Meetings, following instructions are issued for strict compliance:

1. The report on Gazetted Officers should be recorded in Form-II (B) and the report on Non-Gazetted Officers should be recorded in Form- II (A).
2. The reports should cover the period from 1st January to 31st December of each year (Calendar Year) in case of all Officers in normal case. If any of the Reportee/Reporting Officer/Reviewing Officer is transferred in the middle of the Calendar year, it is the duty of the Reporting Officer to ensure that the Confidential Reports of all his subordinate Officers upto the period were prepared before the Officer concerned relieved.
3. All the Reportee Officers are requested to furnish their self appraisals to the Reporting Officers for preparing the Performance appraisals before 10th January of the preceding Calendar Year. The Reporting Officer should prepare the Confidential Report in respect of the Reportee Officer and to forward the same to the Reviewing Officer before 15th of January. The Reviewing Officer should review the Confidential Reports received before 20 of January.
4. If any of the Reportee Officer fail to furnish their Self Appraisal as above, it is the duty of the Reporting Officer to prepare the Confidential Report of the said Officer based on the available details and to forward the same to the Reviewing Officer.
5. The Reporting Officers and the Reviewing Officers will in particular ensure that the period under report is noted promptly in the space provided and that their signatures are 'dated' in the forms for reporting/reviewing.

6. The report should be written or typed by the Officer himself; if typewritten, the officer should certify that he typed the report by himself. The name of the Officer writing the report should be written in block letters below his signature. His designation should also be indicated. The Office Designation Stamp should also be affixed.

7. The name and designation of the officer reported upon must be given in full and in the same manner as shown in the Service Book.

8. The name and designation of the Reporting/Reviewing officer should be noted in Block Letters in the Confidential Report.

9. The Reporting Officers should write the Confidential Reports impartially and honestly taking into account the Reported Officer’s capability in work, punctuality, ability to supervise and control the staff working under him and the capacity to handle his subordinate in getting their duties discharged.

10. All the Reporting and Reviewing Officers are instructed to ensure interalia that in all cases where five or more ‘A’ grades are assigned, specific noteworthy or outstanding work done by the officer should invariably be noted in the comments column. Conversely, where ‘D’ grades are assigned, again specific instances of inadequate or below par performance should be noted as instructed by Government vide Circular cited as 8th above.

11. Expression of displeasure conveyed to an officer or orders regarding any disciplinary action should be recorded in the Confidential Reports quoting the number and date of order or other communications.

12. The Reporting/Reviewing Officers are directed to ensure that they show the Confidential Reports to the Reportee before the reports are forwarded to the Custodian Officers.

13. It shall not be competent for the Reporting Authority, the Reviewing Authority or the Accepting Authority, as the case may be, to write a Confidential Report;
   (a) where the authority writing the Confidential Report is a Government servant after he retired from service; and
   (b) in other cases, after he demits office.

14. All the Reportee Officers of the Confidential Reports are requested to furnish their self Appraisals for the period upto 31.12.2016 to the Reporting Officers for preparing the Performance appraisals for the period up to 31.12.2016 on or before 31.01.2017.

For Director of Training