തിയതി : **05/03/2022**

ഫയൽ നം : എ 5/127/2020–റ്റിസി

സർക്കലർ 03/2022								
വിഷയം :–	മോട്ടോർ വാഹന വക്ടപ്പ് –ജീവനക്കാര്യം– കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് SCORE വഴി സമർപ്പിക്കുന്നതിനുള്ള നിർദേശങ്ങൾ– സംബന്ധിച്ച്							
സൂചന :–	- 1)22.08.1966 തിയതിയിലെ സർക്കാർ ഉത്തരവ് (അച്ചടി) 344/66/പി ഡി							
	2) 22.10.2011 തിയതിയിലെ എ 1/18578/റ്റിസി/2011 നമ്പർ കത്ത് 3) 05.12.2016 തിയതിയിലെ എ 6/18578/റ്റിസി/2011 നമ്പർ കത്ത് 4) 19.02.2021 തിയതിയിലെ സർക്കാർ ഉത്തരവ് (സാധാ) 85/2021/ട്രാൻസ് 5) 22.07.2021 തിയതിയിലെ എ 5/127/2020–റ്റിസി നമ്പർ കത്ത് 6)18.08.2021 തിയതിയിലെ സർക്കാർ ഉത്തരവ് (സാധാ) 3113/2021/ പൊ.ഭാ.വ							

സർക്കാർ സർവ്വീസിലെ ജീവനക്കാർ സമർപ്പിക്കേണ്ട കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ സംബന്ധിച്ച വിശദമായ മാർഗ്ഗനിർദേശം സൂചന 1 പ്രകാരം സർക്കാർ പുറപ്പെട്ടവിച്ചിട്ടുണ്ട്. പ്രസ്തത ഉത്തരവിലെ നിർദേശങ്ങൾ അടിസ്ഥാനമാക്കി വക്ടപ്പിലെ ജീവനക്കാർ എപ്രകാരം കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ തയ്യാറാക്കണാം എന്നം അവ സമർപ്പിക്കണം എന്നം സൂചന 2,3 കത്തുകൾ പ്രകാരം നിർദേശിച്ചിട്ടുണ്ട്.

സംസ്ഥാന ധനകാര്യ വക്ടപ്പ് തയ്യാറാക്കിയ SCORE എന്ന വെബ്ബ് അധിഷ്ടിത സംവിധാനം മുഖേന മോട്ടോർ വാഹന വക്ടപ്പിലെ ഉദ്യോഗസ്ഥർക്കം കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് സമർപ്പിക്കുവാൻ അന്മതി നൽകി സൂചന 4 പ്രകാരം സർക്കാർ ഉത്തരവായിരുന്നു. ആയതിന്റെ അടിസ്ഥാനത്തിൽ സൂചന 5 പ്രകാരം വക്ടപ്പിലെ ഉദ്യോഗസ്ഥരോട് പ്രസ്തുത വെബ്ബ് ആപ്ലിക്കേഷനിൽ രജിസ്റ്റർ ചെയ്യവാൻ നിർദേശം നൽകകയും ചെയ്തിരുന്നു. SCORE സംവിധാനം വഴി കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ സമർപ്പിക്കുന്ന സംവിധാനം എല്ലാ വക്ടപ്പകളിലേക്കം വ്യാപിപ്പിച്ചുകൊണ്ട് സൂചന 5 പ്രകാരം സർക്കാർ ഉത്തരവായിട്ടണ്ട്.

മോട്ടോർ വാഹന വക്ടപ്പിൽ കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ സമർപ്പിക്കേണ്ട ഫോർമ്മകളം നിയന്ത്രണ അധികാരികളുടെ പട്ടികയും SCORE സംവിധാനത്തിൽ തയ്യാറാക്കി പ്രവർത്തനക്ഷമമാക്കിയിട്ടുണ്ട്. ഈ സാഹചര്യത്തിൽ വക്ടപ്പിലെ ഉദ്യോഗസ്ഥരുടെ കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് SCORE സംവിധാനം വഴി മാത്രം സ്വീകരിക്കുന്നതാണ്.

1. SCORE സംവിധാനത്തിൽ ഇനിയും രജിസ്റ്റർ ചെയ്യവാൻ ബാക്കിയുള്ള കോൺഫിഡൻഷൽ റിപ്പോർട്ട് സമർപ്പിക്കേണ്ട ഉദ്യോഗസ്ഥരും റിപ്പോർട്ടിങ്ങ്/ റിവ്യൂവിങ്ങ് അധികാരികളും അടിയന്തരമായി രജിസ്റ്റർ ചെയ്യേണ്ടതാണ്.

2. SCORE സംവിധാനത്തിന്റെ പ്രവർത്തനം സംബന്ധിച്ച മാന്രവലിന്റെ പകർപ്പ് ഇതോടൊപ്പം ചേർക്കുന്നു. ആയതിൽ കോൺഫിഡൻഷൽ റിപ്പോർട്ട് സമർപ്പിക്കുന്നതിനുള്ള വിവിധ ഘട്ടങ്ങൾ ചിത്രങ്ങൾ ഉൾപ്പടെ വിശദീകരികന്നുണ്ട്. ആയത് പാലിച്ച് കൊണ്ട് കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് സമർപ്പിക്കാവുന്നതാണ്.

3. കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് സമർപ്പിക്കുന്നത് സംബന്ധിച്ച് വൃകതമായ നിർദേശങ്ങൾ സൂചന 1ൽ ഉൾപ്പടുത്തിയിട്ടുള്ളഇം നിരവധി അനുബന്ധ ഉത്തരവുകൾ പ്രകാരം മാറ്റം/ വൃക്തത വരുത്തിയിട്ടുള്ളത്മാണ്. ഈ ഉത്തരവുകളുടെ പകർപ്പം ഇതോടൊപ്പം ചേർത്തിരിക്കുന്നു. ടി നിർദേശങ്ങൾ കർശനമായി പാലിക്കേണ്ടതാണ്.

4. ഒരോ വിഭാഗത്തിൽ പെടുന്ന ഉദ്യോഗസ്ഥരുടേയും റിപ്പോർട്ടിങ്ങ് ഓഫീസർ റിവൃയിങ്ങ് ഓഫീസർ എന്നിവരുടെ പട്ടിക സൂചന 2 കത്തിൽ പ്രസിദ്ധീകരിച്ചത് ഈ പരിപത്രത്തിന്റെ അന്ഖന്ധം പ്രകാരം പുനർ നിർണ്ണയിച്ച് ഉത്തരവാകന്നു. കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് സമർപ്പിക്കുമ്പോൾ പ്രസ്തത ക്രമം പാലിക്കുന്നുണ്ട് എന്ന് ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർ ഉറപ്പാക്കേണ്ടതാണ്.

5. റിവ്യവിങ്ങ് ഓഫീസർ്മാരായി ച്ചമതലപെടുത്തിയിരിക്കുന്ന ഉദ്യോഗസ്ഥർ തങ്ങളുടെ നിയന്ത്രണത്തിൽ ജോലി ചെയ്തിട്ടുള്ള ഉദ്യോഗസ്ഥർക്ക് മാത്രമേ കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് നൽകവാൻ പാടുള്ള എന്ന് കർശന നിർദേശം നൽകുന്നം.

6. ട്രാൻസ്പോർട്ട് കമ്മീഷണറേറ്റിലെ മോട്ടോർ വെഹിക്കിൾസ് ഇൻസ്പെക്ടറായ ശ്രി. എസ് മഹേഷ് (Mobile: 9188961125) SCORE സംവിധാനത്തിന്റെ നോഡൽ ഓഫീസറായിരിക്കം.

വഴി SCORE നേരിട്ട് കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് ഡിപ്പാർട്ട്മെന്റ്റൽ പ്രമോഷൻ കമ്മറ്റിക്ക്(DPC) സമർപ്പികാനുള്ള സമർപ്പിക്കപ്പെടുന്ന SCORE-ൽ സംവിധാനം തയ്യാറാകുന്നത് വരെ കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടകൾ നോഡൽ ഓഫീസർ, കസ്റ്റോഡിയൻ അസിസ്റ്റന്റ്മാർക്ക് ഓഫീസർമാരുടെ കോൺഫിഡൻഷ്യൽ ലഭ്യമാക്കേണ്ടതാണ്.

> Digitally signed by M R AJITHKUMAR IPS Date:Sat Mar 05 12:23:41 IST 2022 ReMsBrAjthkupar Ips

Transport Commissioner

സ്വീകർത്താവ്

1 ട്രാൻസ്പോർട്ട് കമ്മീഷണർ / ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ / ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ (എൻഫോഴ്ല്മെന്റ്) / സീനിയർ ഡി. റ്റി. സി. (ടാക്സ്) / സീനിയർ അഡ്മിനിസ്ലേറ്റീവ് ഓഫീസർ / സീനിയർ ഫീനാൻസ് ഓഫീസർ / സീനിയർ ലോ ഓഫീസർ എന്നിവരുടെ സി എ മാർക്ക്.

- 2 സ്റ്റാറ്റിസ്റ്റിക്കൽ ഓഫീസർ / അസ്സിസ്റ്റൻറ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ / അക്തൗണ്ട്സ് ഓഫീസർ / അക്താണ്ട്സ് ഓഫീസർ (ഓഡിറ്റ്).
- 3 എല്ലാ ഡെപ്യൂട്ടി ട്രാൻസ്പോർട്ട് കമ്മീഷണർമാർക്കും / റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർമാർക്കും / എൻഫോർസ്മെന്റ് റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർമാർക്കം/ ജോയിന്റ് റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർമാർക്കും (തുടർ നടപടികൾക്കായി).
- 4 സീനിയർ സൂപ്രണ്ട് എസ്. എസ് ജി സെൽ / സിസ്റ്റം സൂപ്പർവൈസർ (ഡിപ്പാർട്ട്മെന്റ് വെബ് സൈറ്റിൽ പ്രസിദ്ധികരിക്കുന്നതിനായി)

ട്രാൻസ്പോർട്ട് കമ്മീഷണറേറ്റ്, രണ്ടാം നില, ട്രാൻസ് ടവേഴ്ല്, വഴ്യതക്കാട്, തൈക്കാട് പി.ഒ, തിരുവനന്തപുരം – 695 014 ഇ–മെയിൽ: tcoffice.mvd@kerala.gov.in|വെബ്: www.mvd.kerala.gov.in| 🗃 0471–2333317

ഫയൽ നം :എ 5/127/2020–റ്റിസി

	അന്ബന്ധം								
ക്രമ നമ്പർ	ജീവനക്കാരന്റെ തസ്തിക	റിപ്പോർട്ടിങ്ങ് ഓഫീസർ	റിവ്യൂവിങ്ങ് ഓഫീസർ	കസ്റ്റോഡിയൻ ഓഫീസർ					
		ഗതാഗത കമ്മീഷ	ണറേറ്റ്						
1	ഹെഡ് അക്കൗണ്ടന്റ്(അക്കൗണ്ട്സ് സെക്ഷൻ)	അക്കൗണ്ട്സ് ഓഫീസർ	സീനിയർ ഫിനാൻസ് ഓഫീസർ	സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ					
2	ഹെഡ് അക്കൗണ്ടന്റ്(എസ് റ്റി എ)	അസിസ്റ്റന്റ് സെക്രട്ടറി, എസ് റ്റി എ	ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ & സെക്രട്ടറി എസ് റ്റി എ	സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ					
3	ഹെഡ് അക്കൗണ്ടന്റ്/ ഹെഡ് ക്ലാർക്)⁄ പബ്ളിക്ക് റിലേഷൻസ് ഓഫീസർ(ക്രമ നമ്പർ 1,2 ഒഴികെ)	ബന്ധപ്പെട്ട നിയന്ത്രണ അധികാരി ¹	ട്രാൻസ്പോർട്ട് കമ്മീഷണർ/ അഡീഷണൽ ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	സീനിയർ അഡ്മിനിസ്ടേറ്റീവ് ഓഫീസർ					
4	അസിസ്റ്റന്റ് മോട്ടോർ വെഹിക്കിൾസ് ഇൻസ്പെക്ടർ	മോട്ടോർ വെഹിക്കിൾസ് ഇൻസ്പെക്ടർ	അസിസ്റ്റന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ					
5	ജ്മനിയർ സൂപ്രണ്ട്	ബന്ധപ്പെട്ട നിയന്ത്രണ അധികാരി [*]	ട്രാൻസ്പോർട്ട് കമ്മീഷണർ/ അഡീഷണൽ ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	സീനിയർ അഡ്മിനിസ്ടേറ്റീവ് ഓഫീസർ					
6	സീനിയർ സൂപ്രണ്ട്	ബന്ധപ്പെട്ട നിയന്ത്രണ അധികാരി [*]	ട്രാൻസ്പോർട്ട് കമ്മീഷണർ/ അഡീഷണൽ ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	ഗതാഗത കമ്മീഷണർ					
7	മോട്ടോർ വെഹിക്കിൾസ് ഇൻസ്പെക്ടർ	അസിസ്റ്റന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ(എൻഫോർ സ്മെന്റ്)	ഗതാഗത കമ്മീഷണർ					
8	അസിസ്റ്റന്റ് സെക്രട്ടറി എസ് റ്റി എ	ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ & സെക്രട്ടറി എസ് റ്റി എ	ട്രാൻസ്പോർട്ട് കമ്മീഷണർ/ അഡീഷണൽ ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	ഗതാഗത കമ്മീഷണർ					
9	അക്കൗണ്ട്സ് ഓഫീസർ	സീനിയർ ഫിനാൻസ് ഓഫീസർ	ട്രാൻസ്പോർട്ട് കമ്മീഷണർ/ അഡീഷണൽ ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	ഗതാഗത കമ്മീഷണർ					
10	അസിസ്റ്റന്റ് ടാൻസ്പോർട്ട് കമ്മീഷണർ	ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ & സെക്രട്ടറി എസ് റ്റി എ	ട്രാൻസ്പോർട്ട് കമ്മീഷണർ/ അഡീഷണൽ ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	ഗതാഗത കമ്മീഷണർ					
11	സീനിയർ ഡെപ്യൂട്ടി ട്രാൻസ്പോർട്ട് കമ്മീഷണർ (ടാക്സേഷൻ)/	ട്രാൻസ്പോർട്ട് കമ്മീഷണർ/ അഡീഷണൽ ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	ഗതാഗത സെക്രട്ടറി	ഗതാഗത കമ്മീഷണർ					

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12	ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ(എൻഫോ ർസെൻ്)	ട്രാൻസ്പോർട്ട് കമ്മീഷണർ/ അഡീഷണൽ	ഗതാഗത സെക്രട്ടറി	ഗതാഗത കമ്മീഷണർ
		്രാൻസ്പോർട്ട് കമ്മീഷണർ		
13	ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ & സെക്രട്ടറി എസ് റ്റി എ	ട്രാൻസ്പോർട്ട് കമ്മീഷണർ/ അഡീഷണൽ ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	ഗതാഗത സെക്രട്ടറി	ഗതാഗത കമ്മീഷണർ
	െ	ധപ്യൂട്ടി ട്രാൻസ്പോർട്ട് കമ്മ	ീഷണർ ഓഫീസ്	
12	ഹെഡ് അക്കൗണ്ടന്റ്/ ഹെഡ് ക്ലാർക്ക്/ പബ്ളിക്ക് റിലേഷൻസ് ഓഫീസർ	ജോയിന്റ് റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർ ^{**}	ഡെപ്യൂട്ടി ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	സീനിയർ അഡ്യിനിസ്ട്രേറ്റീവ് ഓഫീസർ
13	അസിസ്റ്റന്റ് മോട്ടോർ വെഹിക്കിൾസ് ഇൻസ്പെക്ടർ	മോട്ടോർ വെഹിക്കിൾസ് ഇൻസ്പെക്ടർ	ഡെപ്യൂട്ടി ട്രാൻസ്പോർട്ട് കമ്മീഷ്ണർ	സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ
14	സീനിയർ സൂപ്രണ്ട്	ഡെപൂട്ടി ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	സീനിയർ ഡെപ്യൂട്ടി ട്രാൻസ്പോർട്ട് കമ്മീഷണർ (ടാക്സേഷൻ)	ഗതാഗത കമ്മീഷണർ
15	മോട്ടോർ വെഹിക്കിൾസ് ഇൻസ്പെക്ടർ	ഡെപ്യട്ടി ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ(എൻഫോർ സ്മെന്റ്)	ഗതാഗത കമ്മീഷണർ
16	ജോയിന്റ് ആർ ടി ഓ	ഡെപ്യൂട്ടി ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	സീനിയർ ഡെപ്യൂട്ടി ട്രാൻസ്പോർട്ട് കമ്മീഷണർ (ടാക്ലേഷൻ)/ ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ & സെക്രട്ടറി എസ് റ്റി എ	ഗതാഗത കമ്മീഷണർ
17	ഡെപ്യൂട്ടി ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	സീനിയർ ഡെപ്യൂട്ടി ടാൻസ്പോർട്ട് കമ്മീഷണർ (ടാക്സേഷൻ)/ ജോയിന്റ് ട്രാൻസ്പോർട്ട് കമ്മീഷണർ & സെക്രട്ടറി എസ് റ്റി എ	ഗതാഗത കമ്മീഷണർ/ അഡീഷണൽ ട്രാൻസ്പോർട്ട് കമ്മീഷണർ	ഗതാഗത കമ്മീഷണർ
		റീജിയണൽ ട്രാൻസ്പോ	ർട്ട് ഓഫീസ്	
18	ഹെഡ് അക്കൗണ്ടന്റ്/ ഹെഡ് ക്ലാർക്ക്/ പബ്ളിക്ക് റിലേഷൻസ് ഓഫീസർ	ജോയിന്റ് റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർ	റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർ	സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ
19	ജനിയർ സൂപ്രണ്ട്	ജോയിന്റ് റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർ	റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർ	സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ
20	അസിസ്റ്റന്റ് മോട്ടോർ വെഹിക്കിൾസ് ഇൻസ്പെക്ടർ	മോട്ടോർ വെഹിക്കിൾസ് ഇൻസ്പെക്ടർ	ജോയിന്റ് റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർ	സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ
21	സീനിയർ സൂപ്രണ്ട്	ജോയിന്റ് റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർ	റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർ	ഗതാഗത കമ്മീഷണർ
22	മോട്ടോർ വെഹിക്കിൾസ് ഇൻസ്പെക്ടർ	ജോയിന്റ് റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർ	റീജിയണൽ ട്രാൻസ്പോർട്ട് ഓഫീസർ	ഗതാഗത കമ്മീഷണർ

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22	ഞാസിൻ് റീബിസന്നൽ	റീണിസന്നൽ	ວມນວມເຊີ້ ແລະຜູ້ແຫຼນງາຊີຣັ	(0,00)(0,00)
25	കോയസ്റ്റ് നിജിയണ്ഡ്	്രജ്ഞോൾട് റെ റീതൾ	െയവുട്ടി ടോസസ്റ്റോഡട്ട	0,000,00 0 m ² um <i>3</i>
		ടാസവേപ്പാരട്ട ഓഫസര	കല്പാഷണാര	കല്ലിഷിണ(0
	ഓഫസര			
24	റീജിയണൽ	ഡെപ്യട്ടി ട്രാൻസ്പോർട്ട്	സീനിയർ ഡെപ്യട്ടി	ഗതാഗത
	ട്രാൻസോർട്	കമ്മീഷ്ണർ	ടാൻസോർട്	കമ്മീഷണർ
	ഓഹീസർ		കതീഷണർ	
			പ്രാമക പന്തി / തോസിൽ	
			ອວເພດເມັ່ວເອຊີ	
			കമ്മിഷണർ ് &	
			സെക്രട്ടറി എസ് റ്റി എ	
	റീജിയം	നൽ ട്രാൻസ്പോർട്ട് ഓഫീ	സ്(എൻഫോർസ്മെന്റ്)	
25	അസിസൻ് മോടോർ	മോടോർ വെഹിക്കിൾസ്	റീജിയണൽ	സീനിയർ
	പെപിക്കിൾസ്	നെന്നെകർ	ട്രാൻസോർട്	അഡിനിസോറീറ്
	ന്നത്തെകർ		ലംപീസർ(ഹൻഹോർ	റെപ്പിന്നും പ്രൈസ്മ
			ടാണ്സാര്ഡ്ഡ്സോര്	000000000
			ရက္ခ်က္လ)	
26	മോട്ടോർ	റീജിയണൽ	ഡെപ്യൂട്ടി ട്രാൻസ്പോർട്ട്	ഗതാഗത
	വെഹിക്കിൾസ്	ട്രാൻസ്പോർട്ട്	കമ്മീഷ്ണർ	കമ്മീഷണർ
	ഇൻസെക്റർ	ഓഫീസ്ർ(എൻഫോർ		
	a s	സെൻ്)		
27	ീണിസംണൽ		ഞാസിന്റ് ഗ്രാൻസോർട്	(0,00)(0,00)
21		െയവുട്ടി ട്രാസ്പോസ്ട്		0,000,00
	ຮວເທຍເຖັບວາດຮູ	കമ്മിഷണ	കമ്മിഷണര(എന്തപോര	കമ്മിഷണ(0
	ഓഫിസർ(എൻഫോർ		സ്മെന്റ്)	
	സ്മെന്റ്)			
		സബ്ബ് റീജിയണൽ ട്രാൻശേ	സ്പാർട്ട് ഓഫീസ്	
28	ഹെഡ് അക്കൗണ്ടൻ്/	ജോയിന്റ് റീജിയണൽ	റീജിയണൽ	സീനിയർ
-	റെഡ് കാർക്/	ട്രാൻസോർട് ഓഹീസർ	ട്രാൻസോർട് ഓഹീസർ	അഡിനിസേറീറ്
	പബ്രിക്ക് റിലേഷൻസ്			ഓഹീസർ
	പ്രപ്പെട്ടിയും നലേഷസ്സം			озосшитото
29	ജനിയർ സൂപ്രണ്ട്	ജോയിന്റ്റ്റ്റിജിയണൽ	റിജിയണൽ	സിനിയർ
		ട്രാൻസ്പോർട്ട് ഓഫീസർ	ട്രാൻസ്പോർട്ട് ഓഫീസർ	അഡ്ശിനിസ്ട്രേറ്റീവ്
				ഓഫീസർ 👅
30	അസിസൻ് മോടോർ	മോടോർ വെഹിക്കിൾസ്	ജോസിൻ് റീജിസണൽ	അസിസൻ്
00	പെപിക്കിൾസ്	ബർസെ ച ർ	പ്രേഷ്ണോർട് ഓഹീസർ	രവര്യാര്
			Source and a source of the sou	പെറിനിൾസ്
	ഇന്തന്റ്റക്ടര			90 10 100 100 100 100 100 100 100 100 10
				ഇന്നസ്പക്ടര
31	മോട്ടോർ	ജോയിന്റ് റീജിയണൽ	റീജിയണൽ	ഗതാഗത
	വെഹിക്കിൾസ്	ട്രാൻസ്പോർട്ട് ഓഫീസർ	ട്രാൻസ്പോർട്ട് ഓഫീസർ	കമ്മീഷണർ
	ഇൻസെകർ	പ ്	പ്	
33	<u>— പട</u> ബോസിന്റ് റീബിസന്നൽ	ീജിസണൽ	പെപ്പെടി ട്രാൻസോർറ്	ഗതാഗത
52				
	ເວເທຍແນວທຣ	പ്രാശന്യോരട്ട ഓഫിസർ	കുമ്പിഷ് പ്രവ	കമ്പ്രിയുണ്ടാത്ര
	ഓഫസര			
* ອ	ദായിന്റ് ട്രാൻസോർട്	കമ്മീഷണർ & സെക്ര	ട്ടറി എസ് റ്റി എ/ ജോ	യിന്റ് ട്രാൻസോർട്
ሐወ	മീഷണർ(എൻഹോർഒ	സൻ)/ സീനിയർ ഡെ	പടി ട്രാൻസോർട് കത്രീം	ഷണർ (ടാകേഷൻ)/
സീ	നിന്നർ അവാനിനിനോവീ	വ് ഓഫീസർ/ സീനിന	പ്പാൻസ് ഓഫീന	പർ/ സീനിസർ ലാ
	പ്പിയൻ അസിസര്വറ്റി	ഷംസാർട് റണീ പണ്ട് /	ന്നെ പ്രസംഗംഗം പ്രംഗംഗം പ്രംഗംഗം പ്രംഗംഗംഗം പ്രംഗംഗംഗം പ്രംഗംഗംഗം പ്രംഗംഗം പ്രംഗംഗം പ്രംഗംഗംഗം പ്രംഗംഗംഗം പ്രംഗം	സ്റി സ്റി
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<u>ି</u> ୍	്വറണാകുളം ഡെപ്യൂട്ടി ശ	ടാൻസ്പോർട്ട് കമ്മീഷണർ	[്] ഓഫീസിൽ ജോയിന്റ് ത്ര	ആർ ടി ഓ തസ്തിക
ഇട്ട	പ്ലാത്തതിനാൽ റിപ്പോർട്ട്	ിങ്ങ് ഓഫീസർ ഡി റ്റി ന	<u></u> ധി യും റിവ്യവിങ്ങ് ഓഫ്ീ്ന	vർ സീനിയർ ഡ് <mark>ല്</mark> റ്റി
സ്	്(ടാക്ലേഷൻ) യമായിരിം	663o	- 0	0
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ട്രാൻസ്പോർട്ട് കമ്മീഷണറേറ്റ്, രണ്ടാം നില, ട്രാൻസ് ടവേഴ്ല്, വഴുതക്കാട്, തൈക്കാട് പി.ഒ, തിരുവനന്തപുരം – 695 014 ഇ–മെയിൽ: tcoffice.mvd@kerala.gov.in|വെബ്: www.mvd.kerala.gov.in|🗃 0471–2333317

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"ഭരണഭാഷ- മാതൃഭാഷ"





സംഗ്രഹം

പൊത്രഭരണ (സി.ആർ സെൽ) വകപ്പ്-സംസ്ഥാന സർക്കാർ ജീവനക്കാരുടെ കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് ഓൺലൈൻ (SCORE) മുഖേന സമർപ്പിക്കുന്നതിന് നിർദ്ദേശം നൽകിക്കൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പൊത്രഭരണ (സി.ആർ സെൽ) വകപ്പ് സ.ഉ.(സാധാ)നം 3113/2021/പൊ.ഭ.വ തീയതി തിന്മറ

തീയതി, തിരുവനന്തപുരം, 18.08.2021.

KERALA

INWARDA

8

പരാമർശം:-

1. 22.08,1966-ലെ സ.ഉ(പി) നമ്പർ 344/66/പി.ഡി.

2. ജെ.ഡി-ഐ.എസ്/14/2021-ധന. നമ്പർ കുറിപ്പ്.

ഉത്തരവ്

സംസ്ഥാന സർക്കാർ ജീവനക്കാരുടെ കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ തയ്യാറാക്കുന്നത് സംബന്ധിച്ച് നിർദ്ദേശങ്ങൾ സൂചന (1) പ്രകാരം പുറപ്പെട്ടവിച്ചിട്ടുണ്ട്. മാർഗ്ഗ നിലവിൽ സെക്രട്ടേറിയറ്റ്, ഫോറസ്റ്റ് ആന്റ് വൈൽഡ് ലൈഫ്, എൽ.എസ്.ജി.ഡി. എൻജീനീയറിംഗ് വിങ് (എൽ.ഐ.ഡി ആന്റ് ഇ.ഡബ്യൂ), മോട്ടോർ വെഹിക്കിൾസ്, പോലീസ് എന്നീ വകുപ്പുകൾ ഒഴികെ മറ്റ എല്ലാം തന്നെ മാന്വലായിട്ടാണ് കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ സമർപ്പിച്ചു വകപ്പകൾ വരുന്നത്. വിവരസാങ്കേതികവിദ്യ അടിസ്ഥാനമാക്കി ജീവനക്കാരുടെ സേവനകാര്യങ്ങൾ ഡിജിറ്റലൈസ് ചെയ്യുന്നതിന്റെ ഭാഗമായി കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ ഓൺലൈൻ മുഖേന സമർപ്പിക്കുന്നതിനുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിന് സർക്കാർ തീരുമാനിച്ചിട്ടുണ്ട്.

മേൽ സാഹചര്യത്തിൽ എല്ലാ സംസ്ഥാന സർക്കാർ ജീവനക്കാരും സെപ്റ്റംബർ 1 മുതൽ കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ ധനകാര്യ (ഐ.ടി സോഹ്റ്റ് വെയർ) വക്കപ്പ് വികസിപ്പിച്ചെടുത്ത SCORE എന്ന വെബ് അധിഷ്ഠിത സോഹ്റ്റ് വെയർ മുഖേന (www.score.kerala.gov.in) സമർപ്പിക്കുവാൻ നിർദ്ദേശം നൽകിക്കൊണ്ട് ഇതിനാൽ ഉത്തരവാകന്നു.

> (ഗവർണറുടെ ഉത്തരവിൻ പ്രകാരം) ഡോ. വി പി ജോയ് ചീഫ് സെക്രട്ടറി

എല്ലാ അഡീഷണൽ ചീഫ് സെക്രട്ടറിമാർക്കും, പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർക്കും, സെക്രട്ടറിമാർക്കും, സ്പെഷ്യൽ സെക്രട്ടറിമാർക്കും

സെക്രട്ടേറിയറ്റിലെ പൊത്രഭരണം/ നിയമം/ധനകാര്യം ഉൾപ്പെടെയുള്ള എല്ലാ വകപ്പകൾക്കും എല്ലാ സെക്ഷനുകൾക്കും (തങ്ങളുടെ കീഴിൽ വരുന്ന വകപ്പുകളുടെ നിയമനാധികാരികളെ /മേധാവികളെ അറിയിക്കുന്നതിനായി.)

എല്ലാ വകപ്പ് മേധാവികൾക്കും.,

എല്ലാ ജില്ലാ കളക്ടർമാർക്കം.

ഗവർണ്ണറുടെ സെക്രട്ടറിക്ക് (ആമുഖ കത്ത് സഹിതം)

സെക്രട്ടറി, കേരള പബ്ളിക് സർവ്വീസ് കമ്മീഷൻ, തിരുവനന്തപുരം (ആമുഖ കത്ത് സഹിതം)

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സെക്രട്ടറി, കേരള നിയമസഭ, തിരുവനന്തപ്പരം (ആമുഖ കത്ത് സഹിതം) അഡ്വക്കേറ്റ് ജനറൽ കേരള, എറണാകളം /തിരുവനന്തപ്പരം. (ആമുഖ കത്ത് സഹിതം) രജിസ്മാർ, കേരള ഹൈക്കോടതി, എറണാകളം. (ആമുഖ കത്ത് സഹിതം) ഫിനാൻസ് (ഐ.ടി.എസ്.എഫ്) വകപ്പ്. വെബ് & ന്യൂ മീഡിയ (സർക്കാർ വെബ് സൈറ്റിൽ ചേർക്കുന്നതിന്) കരുതൽ ഫയൽ/ ഓഫീസ് പകർപ്പ്. <u>പകർപ്പ്</u> ബഇ. മുഖ്യമന്ത്രിയുടെ പി.എസ്. ന് എല്ലാ വകപ്പ മന്ത്രിമാരുടെയും പി. എസ്. ന്

- and Co

ബഫു. ചീഫ് സെക്രട്ടറിയുടെ സ്പെഷ്യൽ സെക്രട്ടറിക്ക്.

ഉത്തരവിൻ പ്രകാരം

9

സെക്ഷൻ ഓഫീസർ



User Manual

SECRETARIAT CONFIDENTIAL REPORTING AND REVIEWING SYSTEM



GOVERNMENT OF KERALA

GOVERNMENT OF KERALA





SECRETARIAT CONFIDENTIAL REPORTING AND REVIEWING SYSTEM



GOVERNMENT OF KERALA

ഓൺലൈൻ ആയി കോണ്ഫിഡന്റിൽ റിപ്പോർട്ട് www.score.kerala.gov.in ലൂടെ സമർപ്പിക്കാവുന്നതാണ് .

ഓൺലൈൻ ആയിConfidential Report സമർപ്പിക്കേണ്ട രീതി.

Reportee ചെയ്യേണ്ടത്



Login വിവരങ്ങൾ Enter ചെയ്ത് Login Button -ൽ Click ചെയ്തടനെ User -ൻറെ Registered Mobile Number -ൽ ഒരു OTP SMS ആയി ലഭിക്കം.



OTP enter ചെയ്തശേഷം confirm ബട്ടൺ ക്ലിക്ക് ചെയ്യക



≽ login ചെയ്ത ശേഷം ഹോം പേജിൽ ഇടതു വശത്തു മുകളിൽ കാണുന്ന profile – ൽ Edit Profile ക്ലിക്ക് ചെയ്യുക

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ient(2)	Name	Santhosh Kumar A P		House Number	
leports(0)	Date of Birth	27/05/1969		House Name	
ull Back(2)	Date of Entry in Government Service	07/08/1995		Street/Locality	
	Mode of Appointment in the Parent Department			City	
	Appointment Order No: and Date			State	-
	Father's Name / Husband Name			District	•
	Place of Birth			Mobile No	1
	Telephone No	eg: 04712505851		Email	santhoshmanu.kumar@gmail.com
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	Languages- Write			Nationality	Indian
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ഇടർന്ന് വരുന്ന പേജിൽ SPARK-ൽ താങ്കളെക്കറിച്ച് ലഭ്യമായ വിവരങ്ങളെല്ലാം കാണാവുന്നതാണ്. ക്ടുതലായി ചേർക്കാനുള്ള വിവരങ്ങൾ ചേർത്ത് സേവ് 'ബട്ടൺ ക്ലിക്ക് ചെയ്യുക.



GOVERNMENT OF KERALA

ഇടർന്ന് CR സമർപ്പിക്കുന്നതിനായി ഇടത് വശത്തു കാഞന്ന My appraisals എന്ന link click ചെയ്യുക.

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- 🕨 തുടർന്ന് വരുന്ന പേജിൽ വലതു വശത്ത് രണ്ടു ബട്ടൺ ഉണ്ടാകം.
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- 45 days താഴെയുള്ളവ Leave period, Suspension period തുടങ്ങി CR ആവശ്യമില്ലാത്ത കാലാവധിയുണ്ടെങ്കിൽ NCR ബട്ടൺ ക്ലിക്ക് ചെയ്യക
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			List of Subjects dealt with/Category of work	lav
Date from which functioning in the present grade Continuously	01/02/1995			
Date of Appointment to the present post *	01/02/1995	11		
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≻ തുടർന്നു വരുന്ന പേജുകളിൽതാഴെ കാണുന്നത് പോലെ മറ്റ് വിവരങ്ങൾ ചേർത്ത് CR സമർപ്പിക്കാം

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	n's enan

- Non CR Declaration ഫയൽ ചെയ്യുന്നതിനുള്ള കാരണം (Leave, suspension, below 45 days, waiting for posting ഇവയിൽ ഏതെങ്കിലും) തിരഞ്ഞെടുക്കക.
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അപേക്ഷകർക്ക് അവരുടെ CR സമർപ്പിച്ചശേഷം മാറ്റംവരുത്തണമെങ്കിൽ Pullback ചെയ്യാവുന്നതാണ്. (റിപ്പോർട്ടിങ് ഓഫീസർ CR View ചെയ്തിട്ടില്ലെങ്കിൽ മാത്രമേ ഇത് സാധിക്കുകയുള്ള)

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- CR-ൽ മാറ്റങ്ങൾ വരുത്തിയ ശേഷം റിപ്പോർട്ടിങ് ഓഫീസർക്ക്സമർപ്പിക്കാം

<u>റിവൃവിന് ശേഷം ലഭിക്കുന്ന CR</u>

- ≽ റിവൃയിങ് ഓഫീസർ_അപ്പ്രവ് ചെയ്ത CR Reportee യുടെ inbox ഇൽ ലഭ്യമാകം.
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- 🕨 ഇവിടെ താങ്കൾക്ക് രണ്ടു ഓപ്ഷൻസ് കാണാൻ സാധിക്കുന്നതാണ്.
- ≽ വിലയിരുത്തൽ അംഗീകരിച്ചു എങ്കിൽ "I have read the report" സെലക്ട് ചെയ്ത submit ചെയ്യുക.
- വിലയിരുത്തലിൽ എതിർപ്പ് ഉണ്ടെങ്കിൽ "I have objection" സെലക്ട് ചെയ്ത ഒബ്ബക്ഷൻ ഫയൽ ചെയ്ത Secretary, General Administration Department അഥവാ Secretary, Law Department അഥവാ Secretary, Finance Department ഇവരിൽ reportee യുടെ വകപ്പിനു അനുനൃതമായുള്ള ഓഫീസർക്കു submit ചെയ്യുക.
- താങ്കൾ submit ചെയ്യുന്ന ഒബ്ബക്ഷൻ Secretary(General Administration Department or Finance Department or Law Department) ഇൽ ലഭ്യമാകം
- സെക്രട്ടറി (ജനറൽ അഡ്മിനിസ്ലേഷൻ ഡിപ്പാർട്മെൻറ് അഥവാ ഫിനാൻസ് ഡിപ്പാർട്മെന്റ് അഥവാ ലോ ഡിപ്പാർട്മെന്റ്) objections പരിശോധിച്ച ശേഷം മാറ്റങ്ങൾ വരുത്തിയ അന്തിമ റിപ്പോർട്ട് Reportee –യ്ക് തിരികെ ലഭ്യമാകം.

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- ≽ അംഗീകരിച്ച CR Reportee യുടെ Inbox ഇൽ ലഭ്യമാകം.
- Reportee അതിൽ "I have read the report" എന്നത് ചെക്ക് ഫയലിംഗ് പൂർത്തിയാകന്നതാണ്

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CR ന്റെ സ്റ്റാറ്റസ്

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	2 05-04-2018 11:40:33	01/04/2013 19/07/2013	Finance Department	Assistant	Employee(Muraly V)	06-04-2018 12:03:10(40 days)
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- ഇടർന്ന് PEN കൊടുത്ത View ബട്ടൺ ക്ലിക്ക് ചെയ്യക .
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GOVERNMENT OF KERALA





SECRETARIAT CONFIDENTIAL REPORTING AND REVIEWING SYSTEM



GOVERNMENT OF KERALA

<u>ഓൺലൈൻ കോൺഫിഡൻഷ്യൽ റിപ്പോർ</u>ട്

റിപോർട്ടിങ് ഓഫീസർ ചെയ്യേണ്ടത്

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	1 10044 Menomory A 05-05-2018 1217.09 09-00-2018 1217.09 emp100414 etc.	
Developed and maintained by IT Software I	Voicion - Emanen Demartment Fout of Vords	

- റിപ്പോർട്ടിങ് ഓഫീസർ login ചെയ്യുക. തങ്ങളുടെ കീഴ്ദ്യോഗസ്ഥർ സമർപ്പിക്കുന്ന CR അവരുടെ inbox –ൽ ലഭ്യമാകം.
- താങ്കളുടെ കീഴ്യദ്യോഗസ്ഥൻ സമർപ്പിച്ച CR അല്ല inbox ൽ വന്നിട്ടുള്ളതെങ്കിൽ അവ അയച്ച ആൾക്ക് തന്നെ send back ചെയ്യാവുന്നതാണ്.
- eCR ക്ലിക്ക് ചെയ്ത ഓരോ ഫയലും പരിശോധിച്ചു അപ്പ്രവ് ചെയ്യാവുന്ന

	PROFILE			
or(1)				
- (14)	Reportee Pen 10041	Name Mohanaraj A		01/01/2015 - 31/12/2015
r(0)	Reporting Officer 1 Pen 100424	Name George Thomas		
orts(0)				
Jack(0)				
	2			
			Permanent Address	
	Date of Birth	25/05/1960	House Number	TC 49/180
	HI BASS SKEWED AV 1			
	Date of Entry in Present Department	16/11/0010	House Name	Sreeragam
	Date of Entry in Present Department Mode of Appointment in the Present	16/11/0010 Direct by Government	House Name Street/Locality	Sreeragam Nandhavanam
	Date of Entry in Present Department Mode of Appointment in the Present Department	16/11/0010 Direct by Government	House Name Street/Locality	Sreeragam Nandhavanam
	Date of Entry in Present Department Mode of Appointment in the Present Department Appointment Order Not and Date	16/11/0010 Direct by Government ~ 1234 10/04/1991	House Name Street/Locality State	Sreersgam Nandhavanam Korala ~
	Date of Entry in Present Department Mode of Appointment in the Present Department Appointment Order Not and Date Place of Birth	16/11/0010 Direct by Gevennment ~ 1234 10/04/1991 Trivandrum	House Name Street/Locality State District	Sreeragam Nandhavanam Kerala ~ Thiyandrum ~
	Date of Entry in Present Department Mode of Appointment in the Present Department Appointment Order No: and Date Place of Birth Father's Name / Husband Name	16/11/0010 Direct by Government ~ 1234 10/04/1991 Trivandrum Hajan	House Name Street/Locality State District Mobile No	Sreersgam Nandhavanam Kerala v Tiveandrum v 9496177191

ppraisals	GENERAL INFORMATION					
x(1)						.4
(0)	Reportee	Pen 100414	Name Mohanaraj A	Period 01/01/2015	- 31/12/2015	
orts(0)	Reporting Officer 1	Pen 100424	Name George Thomas			- 22
Back(0)	Parent Department		Finance Department	Present Department	Finance Department	Y
	Parent Post		Assistant	Present Post	Assistant	¥
	Pay		45000	Scale of Pay	revised(2014) : State-27800-59	¥
	Date from which functioning in th Continuously	e present grade	10/04/1992	Date of entry in the Present Department	10/04/1991	
	Date of Appointment to the pres	ent post	10/04/1991	List of Subjects dealt with	Audit	
	Present Status		Cadre	Date of declaration of probation in the present post *	10/04/1991	14
	EDUCATIONAL AND OTHE	R QUALIFICATI	ONS			
	Show 10 ~ entries				Search:	_

ഒാരോ പേജിലും Proceed ചെയ്യുക. ഗ്രേഡിംഗ് പേജിൽ എത്തമ്പോൾ ഫാക്ടർ ഗ്രേഡിംഗ് ആരംഭിക്കാം.

1 N N	4	SSESSMENT BY REPORTING OFFICER (FR	ORM 1(A))	
als <		concernent of the other of these (it	and A(et))	
Reportee	Pen 100414 Name	Hohanaraj A	01/01/2015 - 31/12/20	015
Reporting Officer 1	Pen 100424 Name	George Thomas		
	A	8		D
1. INTELLIGENCE	Extraordinarily proficient and resourceful and understands new and difficult matters	Quite able to handle new and difficult matters	Normally understands a new situation after proper explanations and handles it if given all directions	Poor Compensation,Fails to perform a function despite prior instructions
	۲	0	0	0
2. DISCIPLINE	Exemplary conduct	Observes the code of conduct	Tries to follow the general code of conduct	Indifferent to the general code of conduct
	0	٠	0	0
3. PUNCTUALITY AND PROMPTNESS				
Exactness in keeping time attending office, keepin	n Exceptionally punctual and ig prompt	Always punctual and prompt	Usually Punctual and prompt	Not punctual and prompt

sicale	(b) OF work				
	(c) Uptodateness				
1)		0	۲	0	0
6	7. NOTING, DRAFTING AND CORRESPONDENCE	Very precise in noting and drafting. Very prompt and	Precise in noting and drafting.Good at	Ordinary at noting and drafting His drafts need	Poor in noting and drafting Coreless in handing
s(0)	Ability to prepare notes, drafts and bandle correspondence with special	accurate at correspondence his drafts	correspondence. His drafts seldom require edition	editing.Tries to handle correspondence in time if	correspondence
k(0)	reference to	need no editing		properly suvervised	
	(1) Acturacy				
	(2) Thouroughness				
	(3) Power of analysis				
	(4) Power of expression				
		۲	0	0	0
	8. MAINTENANCE OF REGISTERS AND RECORDS Ability in monitaining register and records keeping	Very neat and metoclous in the maintenance of registers and records	Keeps registers and records clean and up-to-date	Tries to maintain registers and records in a routine manner	Does not maintain registers endirecords property
		0	•	0	0
	Total	2	2	0	0
			Back Proceed		

ഫാക്ടർ ഗ്രേഡിംഗ്

Inlow(0) ENERAL Sent(31) Constant of any Physical disability or health problem which prevents this officer from working to full capacity? Reports(1) Yes ® No	ŕ
Hy Appraisals	
Inbox(0) GENERAL Sent(31) Do you know of any Physical disability or health problem which prevents this officer from working to full capacity? Yes ® No Reports(1)	
Sent(31) Reports(1) I. Do you know of any Physical disability or health problem which prevents this officer from working to full capacity? Ore No	
Reports(1)	
Reports(1)	
Pull Back(0) If yes, please explain the nature of this problem	
L No. of literal Grade A 3	
2. No. of items in Grade B 10	
3. No. of items in Grade C 0	
4. No. of items in Grade D 0	
Review Status(Part 1)	
Review By Kalesan S V(Reviewing Officer): Factor 1 changed From A to B	
Back Proceed	
	÷
Developed and exertained by IT Software Dukleon - Heapner Benartment Fourt of Sortala	

ഫാക്ടർ ഗ്രേഡിംഗ്– summary

11 Dashboard 🔽 Profile	🖹 View 🖹 Documents 📄 Change Password 🔟 Search CR	
٢		Owe
My Appraisals	ey, showing lavourness in tascharging no couces b. If 'Yes' please give details of the case/cases	UTES TEND
Inbox(1)	(). Has there been any preiminary findings regarding the corrupt practices of the officer	⊖ res € No
Sent(0)	(ii). Hes any case of corruption on the officer been referred to Vigliance Department after preliminary enquires	⊖Yes ®No
Reports(0)	b. If 'Yes' please give details of the case/cases	
Pull Back(0)	 Whether the Assistant requires any training for the purpose of his present job or for any higher responsibilities 	⊖yes ®No
	 Whether the Assistant should be posted to some other section/office for better work experience or for other reasons (to be specified) 	® Yes ⊖No
		ZAASAS
	Review-Secret Form(Part2)	
	Review By Radhakriahnan R(Reviewing Officer): Irem changed From No bo Yes.	
	Back Proceed	*** ***
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ഇടർന്ന് സീക്രെട് ഫോമും പൂർത്തിയാക്കുക .ശേഷം Proceed ചെയ്യുക.

isals	Reportee	Pen 100414	Nome Hohanaraj A	Period 01/01/2014 - 31/12/2014
	Reporting Officer 1	Pen 100424	Name George Thomas	
D)			- San	noie Remarks
(0)	Remarks		This technique is similar to the esse- evaluation method. It involves maked atacaments that describes both the foo- and the negative reactions to stimulus employee at his work place. The statem are recorded cumulatively in a given p of time, so that one can evaluate how the employee is a this job.	The criteria for performance appraisal methods are based on various aspects like productivity, quality of work, duration of service and training. Productivity is measured mostly in the case of manufacturing posted by:1001.002/10.005.005.1156:280.0
	Documents uploaded		Nil	
	Sent To			
	Status		Reviewing Officer	
	Name		Ajaya Kumar B 🛛 👻	
			Back E_Sign Can	of .

- ≽ ഗ്രേഡിംഗ് നൽകി സീക്രെട് ഫോമും പൂർത്തിയാക്കിയ ശേഷം റിമാർക്സ് രേഖപ്പെടുത്തുക.
- റിവ്യൂയിങ് ഓഫീസർക്ക് സമർപ്പിക്കുകയോ ഒന്നിൽ കൂടുതൽ റിപ്പോർട്ടിങ് ഓഫീസർ ഉണ്ടെങ്കിൽ അടുത്ത റിപ്പോർട്ടിങ് ഓഫീസർക്ക് ട്രാൻസ്പർ ചെയ്യുകയോ ചെയ്യാം.
- ≽ ട്രാൻസ്പർ ചെയ്ത കിട്ടുന്ന റിപ്പോർട്ടിങ് ഓഫീസർക്ക് ഗ്രേഡിങ്ങിൽ മാറ്റം വരുത്താവുന്നതാണ്.
- റിമാർക്ക് രേഖപ്പെട്ടത്തുക.

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	1 101163 Babul K 05-05-2018 16:48:43 05-05-2018 16:48:43 emp101163 m CR
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NCR ഫയൽ ചെയ്തിട്ടുള്ളതെങ്കിൽReporting Officer ചെയ്യേണ്ടത്

- തങ്ങളുടെ കീഴ്യദ്യോഗസ്ഥർ സമർപ്പിക്കുന്ന NCR അവരുടെ inbox –ൽ ലഭ്യമാകം.
- NCR ക്ലിക്ക് ചെയ്ത ഓരോ ഫയലും പരിശോധിച്ചു അപ്പ്രവ് ചെയ്യാവുന്നതാണ്.

1015015						
)	Non CR Declaration					
)	Reportee	Pen 100531	Name	Rajeevan M C		01/01/2015 - 31/05/2015 Reason: (Leave)
(1)	Reporting Officer 1	Pen 100115	Name	Muraly V		
k(0)					Non CR Declaration	
-					null ch Declaradoli	
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	th 📌 Forma	ats - B I	EI		E 0 0	
	The purpose of this helpful for assessing capability of the indi- exercises. It gives th	method is to test co managers, who ha vidual in social setti ne employer an insi	didates in sou ve to deal with ngs. It involve ht to the pers	cial situations. It can be their subordinate, pee- is using situational exe is using situational exe isonality of the employe	e used by startups for ever re and supervisors for di rouse like an in-basket e e like openness, toleranc	sluating employees serving at senior level. This method of evaluation is wir-od-ab ubanes. It helps employers understand the capacity and the xercise, role-playing incident, business game and many other similar se, introversion/extroversion, acceptability, etc.

ഈ പേജിൽ proceed കൊടുത്ത തുടരുക.

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Inbox(1)	Submission		
Sent(32)	Reportee	Peri 100531 Name Rajeevan HIC 01/01/2015 - 31/05/2015	^
Reports(1)	Reporting Officer 1	Per 100115 Name Muraly V	
Pull Back(0)	Dog ments unloaded		~
w	Remarks	-	
		used for performance appraisals but also utilized in job interviews. Interviewer gives scenarios to the interviewee and asks them, how they would react to the given scenarios.	
		Back E_Sign Send Back Cancel	v
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ഒാഫീസർക്ക് തങ്ങളുടെ റിമാർക്സ് ഇവിടെ രേഖപ്പെടുത്തി submit ചെയ്യുകയോ Reportee യ്ക് തിരിച്ചയക്കകയോ ചെയ്യാം.

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1 100531 Rajeevan M.C.	05-05-2018 13:54:55	05-05-2018 15:17:25	emp100531	Report
2 101153 Babu K	84-05-2018 15:52:38	04-05-2018 15:53:50	emp101165 rev10017	7 Report
3 101163 Babu K	84-05-2018 14:01:47	04-05-2018 14:04:14	emp101163 rev:38017	7 Report
4 101153 Babu K	04-05-2018 11:45:13	04-05-2018 11:49:54	emp101163 rev10017	7 Report
5 100463 Mohanan S	02-05-2018 15:23:37	02-05-2018 15:33:12	enp100463 rev10017	7 Report
6 100208 Safiya A S	02-05-2018 12:48:38	02-05-2018 12:51:40	emp100208 rev10017	7 Report
7 100208 Safiya A S	28-04-2018 15:41:43	02-05-2018 12:22:03	emp100208 rev18017	7 Report
8 100208 Safiya A S	38-04-2018 17:04:10	02-05-2018 10:34:23	emp 100 208 rev 180 17	7 Report

Submit ചെയ്ത Report ഓഫീസർക്ക് കാണണമെങ്കിൽ ഇടത്ര വശത്തു കാണുന്ന Sent ലിങ്ക് ക്ലിക്ക് ചെയ്യുക

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	1 100414 Mohanaraj A 11-04-2018 13:11:22 11-04-2018 15:44:03 rev100273 Submit	PullBack
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Pullback ചെയ്യവാനായി ഇടത് വശത്തു കാണുന്ന Pullback link click ചെയ്യുക.

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	1 100414 Mohantaraj A 05-05-2018 12:17:59 05-05-2018 12:17:59 emp100414 e CR
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Developed and maintained by IT Software I	Dvison - Finance Department Govt, of Keraia.

- ≽ അതിനായി Inbox link click ചെയ്യുക. തുടർന്നു e–CR clickചെയ്യുക
- ഗ്രേഡിങ്ങിൽ മാറ്റങ്ങൾ വരുത്തിയ ശേഷം റിവൃയിങ് ഓഫീസർക്ക് സമർപ്പിക്കാം.(അഞ്ചിൽ ക്കടുതൽ A അഥവാ കുറഞ്ഞത് ഒരു D എങ്കിലും ഉണ്ടെങ്കിൽ നിർബന്ധമായും remark രേഖപ്പെടുത്തണം)

<u>റിവൃയിങ് ഓഫീസർ ചെയ്യേണ്ടത്</u>

- റിപ്പോർട്ടിങ് ഓഫീസർ സമർപ്പിക്കുന്ന CR Inbox ഇൽ ലഭ്യമാകം
- eCR ക്ലിക്ക് ചെയ്ത ശേഷം ഓരോ പേജിലും proceed ചെയ്ത ഗ്രേഡിംഗ് പേജിലെ ഗ്രേഡിങ്ങിൽ മാറ്റം വരുത്തിയ ശേഷം റിമാർക്കും രേഖപ്പെട്ടുത്തുക.(അഞ്ചിൽ കൂടുതൽ A അഥവാ കുറഞ്ഞത് ഒരു D എങ്കിലും ഉണ്ടെങ്കിൽ നിർബന്ധമായും remark രേഖപ്പെടുത്തണം)

is Submission					
Reportee	Per	100414	Natie	Hohasaraj A	Period 01/01/2014 - 31/12/2014
Reporting Office	1 Pa	100424	Name	George Thomas	
Reviewing Offic	1 Pa	100281	Name	Ajaya Kumar B	
Review By (Part)	REVIEWING O	FFICER / AUTHO	Revie Facto Facto	w By Apaya Rumar B (Heviewing Officer); r 3 Grade changed From B to C r 5 Grade changed From B to A	
Do you agree with	e assessment r	sade by the Repor	ting Officer()	Part 2) Ves WNo	
				S. S. Renv	rrbx
Remarks					The criteria for performance appraisal methods are based on various aspects like productivity quality of work, duration of service and training. Productivity is measured mostly in the

*	1		
Approisals	REMARKS OF THE REVIEWING OFFICER / AUTHORI	пү	
00x(1)	Do you agree with the assessment made by the Reportin	g Officer (Part 2) 💭 Yes 🔎 No	
at(0)	If you wish to modify anything or add, please eloborate	Yes, have to improve	
iorts(0)		ar	
Back(0)		Sanda Rema	rks
	Remoka	The easily method is an affordable and a effective way of appring employees, aspecially in startups. This method involves writing a decialed descriptive essay of the performance by the employee's direct supervisor or manager. The easily concontrates on describing the various trengthe, weaknesses, stilude and	The orderia for performance appraisal methods are based on vanous aspecta links productivity, quality of work, duration of service and training. Productivity is measured mostly in the case of manufacturing. Pounder 8p: (DR14, Oct.2019.05.05.11:58.28.0 Remark by/George Thomas):
	Documents uploaded	Jai	
	OTP	05274	
		Back Submit Cancol	

- Remarks രേഖപ്പെടുത്തി E-Sign ചെയ്ത submit ചെയ്യാവുന്നതാണ്.
- റിവൃയിങ് ഓഫീസർക്ക് CR അപ്പ്രവ് ചെയ്ത ശേഷം CR–ൽ എന്തെങ്കിലും മാറ്റങ്ങൾ വരുത്തണമെങ്കിൽ pullback ചെയ്യാം. അപ്പ്രവ് ചെയ്ത CR Reportee യുടെ inbox ൽ എത്തം.





SECRETARIAT CONFIDENTIAL REPORTING AND REVIEWING SYSTEM



GOVERNMENT OF KERALA

Secretary(Finance,General Administration,Law) ചെയ്യേണ്ടത്

Inbox						
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	Year 2018 v	Month May 🗸	View Day	v View		
₽ PEN‡ Name	Period Front	Period TO Department	Designation	💠 Date Of Birti)	Submitted On	Viv 🗧 Objection
1 100208 Safiya A S	01/08/2014	16/12/2014 Finance	Assistant	25/07/1951	02-05-2018	e CR Objectio
		Department			13:86:50	
2 101163 Babu K	01/01/2013	16/03/2013 Finance	Assistant	13/05/1963	04-05-2018	e CR Objectio
		Department			15:31:05	
3 100424 George Thomas	01/01/2012	16/03/2012 Bnance	Acsistant	18/05/1951	07-05-2018	e CR Objectio
		Department			13:11:52	
Showing 1 to 3 of 3 entries						
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Login as Secretary (Finance, General Administration, Law)

- ≻ അപേക്ഷകർ ഫയൽ ചെയ്യുന്ന ഒബ്ജക്ഷൻസു eCR− രും സെക്രട്ടറിയുടെ inbox ഇൽ ലഭ്യമാകം.
- സെക്രട്ടറിക്കു ഓരോ ഒബ്ബക്ഷൻസ് വായിച്ച ശേഷം eCR സെലക്ട് ചെയ്ത പരിശോധിച്ചു അംഗീകരിക്കാവുന്നതാണ്.

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	Place of Birth	Trivendrum	District	Trivardrum	+
	Father's Name / Husband Name	*	Mobile No	9496177191	
	Telephone No		Email	mohan@gmail.com	
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SECRETARIAT CONFIDENTIAL REPORTING AND REVIEWING SYSTEM



GOVERNMENT OF KERALA

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	2. INITIATIVE AND RESOURCEFULNESSS	Resourceful and original in suggestions and Pursues them constructively.	Shows reasonable degree of initiative and resourcefulness.	Trends to wait for direction.	Cernot perform without close supervision and guidance. Limited desire to achieve task.
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	3. DISCIPLINE	Exceptionally punctual in all matters and exemplary conduct.	Always punctual. Observes the code of conduct	Usually punctual. Tries to follow the general code of conduct	Not punctual, indifferent to general code of conduct, Shirks responsibility.

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No.A1/18578/TC/2011

Transport Commissionerate Kerala, Thiruvananthapuram Dated.22.10.2011

From

The Transport Commissioner, Trans Towers, Thiruvananthapuram.

To

All Deputy Transport Commissioners All Regional Transport Officers All Joint Regional Transport Officers

Sir,

Sub:Motor Vehicles Department- Estt- Confidential Report of Staff of Motor Vehicles department -Mode of Preparation and review- instructions issued-reg-

3

Ref: G.O (P) No.344/66/PD dated.22.08.1966.

In the Government Order read above, the procedure regarding the mode of preparation and maintenance of Confidential Reports was prescribed. Later on various amendments were also issued. The following instructions are hereby issued for the guidance of Reportees, Reporting Officers and Reviewing Officers,

The Heads of the Offices should regard it as his personal and special responsibility to ensure that Annual Confidential Reports are properly maintained in respect of all Officers working under his/her direct control. The Reporting Officers and Reviewing Officers for preparing Annual Confidential Reports in the department shall be as follows;

	Transport Comn	nissionerate	
Designation	Reporting Officer	Reviewing Officer	Custodian Officer
Head Accountant	Accounts Officer	Senior Finance Officer	Additional Transport Commissioner
Assistant Motor Vehicles-	Motor Vehicles Inspector	Assistant Transport Commissioner	Additional Transport Commissioner
Junior Superintendent/ Senior Superintendent	Joint Transport Commissioner/ SeniorDeputy Transport Commis- sioner(Taxation)/Senior Administ rative Officer/Senior FinanceOffic er/Assistant -Transport Commissioner	Additional Transport Commissioner/Transport Commissioner	Additional Transport Commissioner/ Transport- Commissioner
Motor Vehicles Inspector	Assistant Transport Commissioner	Senior Deputy Transport Commissioner	Transport Commissioner

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Assistant Secretary, State	Assistant Transat		
Transport Authority	Commissioner	Joint Transport Commissioner	Transport Commissioner
Assistant Transport Commissioner	Joint Transport Commissioner	Transport Commissioner	Transport Commissioner
Senior Deputy Transport- Commissioner (Taxation)	Transport Commissioner	Secretary (Transport)	Transport Commissioner
Joint Transport Commissioner	Transport Commissioner	Secretary (Transport)	Transport Commissioner
Herd Cl. J	Deputy Transport Comm	Issioner's Offices	
nead Clerk	Joint Regional Transport Officer (Administration)	Deputy Transport Commissioner	Additional Transport Commissioner
Assistant Motor Vehicles - Inspector	Motor Vehicles Inspector	Deputy Transport Commissioner	Additional Transport
Motor Vehicles Inspector/ Senior Superintendent (Accounts)	Joint Regional Transport Officer (Administration)	Deputy Transport Commissioner	Commissioner Transport Commissioner
Joint Regional Transport Officer (Administration)	Deputy Transport - Commissioner	Senior Deputy Transport Commissioner	Transport Commissioner
Deputy Transport - Commissioner	Senior Deputy Transport - Commissioner (Taxation)	Transport Commissioner	Transport Commissioner
1	Regional Transport (
Head Clerk/HeadAccount	Joint Regional Transport Officer	Prices	
ant/Public Relations Offic er/JuniorSuperintendent /Senior- Superintendent		Officer	Additional Transport Commissioner/ Transport - Commissioner
Assistant Motor Vehicles - Inspector	Motor Vehicles Inspector(senior most in the Office)	Joint Regional Transport Officer	Additional Transport Commissioner
Motor Vehicles Inspector	Joint Regional Transport Officer	RegionalTransport Officer	Transport Commissioner
Joint Regional Transport Officer	Regional Transport Officer	Deputy Transport- Commissioner	Transport Commissioner
Regional TransportOfficer	DeputyTransport Commissioner	Senior Deputy Transport Commissioner (Taxation)	Transport . Commissioner
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Accountant/Junior Superintendent	Joint Regional Transport Officer	Regional Transport Officer	Additional Transport Commissioner

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The Confidential Assistant of Transport Commissioner shall keep in safe custody,the Confidential Reports of Officers of and above the rank of Motor Vehicles Inspectors and Confidential Assistant of Additional Transport Commissioner that of Head Accountants/Head Clerks/Public Relations Officers, Assistant Motor Vehicles Inspectors and Junior Superintendents

9

-4-

The contents of this letter should be brought to the notice of all the concerned Officers . Non-observance of the above instructions will be viewed seriously and action will be taken against those who are responsible for any lapses.

Yours faithfully

a

Senior Administrative Officer For Transport Commissioner

Copy to: CA to TC, Joint TC, SeniorDTC(Tax) ,Senior A.O, Senior F.O, Senior L.O, Asst:TC Accounts Officer ,for compliance.

No. A6/18578/TC/2011

Transport Commissionerate Kerala, Thiruvananthapuram Dated: 05.12.2016

From

The Transport Commissioner, Trans Towers, Thiruvananthapuram.

To

All Deputy Transport Commissioners All Regional Transport Officers All Joint Regional Transport Officers.

Sir,

Sub: Motor Vehicles Department – Estt – Confidential Report of Staff of Motor Vehicles department - Mode of Preparation – Instructions issued – Reg.

Ref: 1) G.O (P) No. 344/66/PD dated.22.08.1966. 2) This office letter No.A1/18578/TC/2011 dated 22/10/2011

In the Government Order read above, the procedure regarding the mode of preparation and maintenance of Confidential Reports were prescribed. Later various amendments were also issued. As per the reference 2nd cited, the instructions were issued for the guidance of Reportees, Reporting Officers and Reviewing Officers.

The Object of the Confidential Report is not merely to screen an officers potential for higher positions. It also aims at making the employee do his present job better. The Confidential Report on Head Clerks/ Junior Superintendents should be recorded in Form 11(A) as appended. The Confidential Report on Senior Superintendents/ Accounts Officers/Junior Executive Officers/Senior Executive Officers should be recorded in Form 11(B) also to be in the form as appended. The reports should cover the period from the 1st January to the 31st December.

Responsibility for the maintenance of Confidential Report

The head of every Department /Office should regard it as his personal and special responsibility to ensure of all persons working under his direct or ultimate control. It is the duty of all officers at each level to observe closely the work and conduct of those under their control and to provide training and guidance where necessary.

Superior officers should see that no portion of a subordinator's service has been left uncovered.

But report for a period of less than 45 days need not be insisted upon since the reporting officers will not be in a position to assess correctly the capacity of the reportee within such a short period.

Where any period of a subordinate's service has not been covered by a report the reasons for such omission should be recorded.

Default on the part of an officer in the preparation and maintenance of Confidential Reports on his subordinate should be mentioned in the Confidential Report on the reporting officer as a point of failure in his duty.

Particulars to be furnished in the Confidential Reports

The first page of the Confidential Report shall be filled up by the Officer reported upon (Reportee) along with his/her Self Appraisal. The reporting Officer shall mention the following specific details also in the Confidential Reports;

(1)Rewards received by the Officers reported upon

(2) Memos issued / Punishments awarded

(3) Performance in Revenue Collection

(4)Performance in Road Safety Works, general discipline, activities and general reputation will also be considered

All of them should ensure that the Performance Appraisal Form 11(A) is for Junior Superintendent and Performance Appraisal Form 11(B) is for Senior Superintendent /AMVI/MVI/JRTO/RTO/DTC. The Officers reported upon must put their signature in the space provided.

The Technical abilities of Assistant Motor Vehicles Inspectors / Motor Vehicles Inspectors should be assessed by a Technical Joint Regional Transport Officer/Regional Transport Officer, if the Reporting Officer is not Technically qualified.

The reporting officer will forward the annual report on his subordinate by the first February following the years reviewed and the successive authorities should pass on the report with their remarks to the next higher authority within one week of its receipt by them.

A register in the following form should be maintained by all Heads of Offices to watch the timely receipt of Confidential Reports and their final disposal by the prescribed dates.

Register to watch the receipt and disposal of Confidential Report

SI.No	Name of Officer to be reported upon	Designation	Due date	Date of Receipt	Date when sent to T.C/or concerned	Adverse remarks, if any communicated	Remarks
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The contents of this letter should be brought to the notice of all the concerned officers. Non-observance of the above instructions will be viewed seriously and action will be taken against those who are responsible for any lapses.

Yours Faithfully Sd/-Senior Administrative Officer For Transport Commissioner

Approved for Issue

Senior Superintendent

PREPARATION & MAINTENANCE OF CONFIDENTIAL REPORTS

1

PUBLIC (RULES) DEPARTMENT

Dated, Trivandrum, 22nd August, 1966.

Abstract:- Confidential Records on Government Servants — Mode of preparation and Custody — Orders Issued.

Read:- 1. G.O. (P) No.82/60/PD. dated 29-01-1960.

G.O.(P)344/66/PD.

2. Memorandum No.8828/60-1/PD.dated 08-02-1960.

3. G.O. (Ms.) No.672/60/Home dated 05-11-1960.

4. G.O. (Ms.) No.593/61/PD. dated 22-07-1961.

ORDER

In supersession of the orders read above, Government prescribe the instructions in the Appendices to this order for the preparation and maintenance of Confidential Reports on Government Servants.

2. The Superintendent, Government Presses is directed to print and keep in stock adequate number of registers and forms mentioned for supply to the various Departments on demand.

By order of the Governor, N. M. PATNAIK, Chief Secretary.

INSTRUCTIONS

1. Objects.— The primary aims of recording Annual Confidential Reports on officers are to achieve an objective assessment of the capacities of the individual officer in the performance of his duties and to forecast his capacity for different and more responsible work. Such systematised reports are also designed to gear such assessments to a common standard throughout the promotional area. With these ends in view it has to be ascertained how far an officer is able to apply intelligently the law and procedure prescribed to cases coming before him. His qualities of leadership, his behavioural pattern towards his subordinates and superiors and the general public are also points of interest which have to be noted. The report should also comment generally on the manner in which the officer has discharged his various duties during the period under review and give an estimate of his personality, character and ability, and in the case of an Officer of the Police Department his capacity for supervising investigations and prosecutions. In regard to officers belonging to Technical Departments, Education and Judicial Departments, their professional ability and general reputation should also be referred to.

The object of the annual reports is not, however, merely to screen an Officer's potential for higher positions. It also aims at making the employee do his present job better. Having assessed the qualities of a subordinate by reviewing his achievements and capacities the Competent Authority should make an attempt to correct the deficiencies observed with a view to improving him. This is essential for increasing the general efficiency of administration as the vast majority of officers are of average abilities.

2. Period of Report.—(a) The report on Gazetted Officers should be recorded in Form - A, appended. The forms for reporting on Non-Gazetted Officers and Last Grade Servants are at Appendices B & C respectively. The reports should cover the period from the 1st January to the 31st December in the case of all except All India Service Officers. In regard to All India Service Officers, the period of report shall be from the 1st April to the 31st March.

(b) Confidential reports on an Officer should be prepared and submitted halfyearly 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 30th June and 31st December each year to be submitted to higher authority within one month. The period of half-yearly reports in the case of Officers belonging to the All India Services shall be for the half years ending 31st March and 30th September to be submitted by 1st May and 1st November following the half years.

3. Responsibility for the Maintenance of Confidential Reports .- The Head of every Department/Office should regard it as his personal and special responsibility to ensure that annual confidential reports are properly maintained in respect of all persons working under his direct or ultimate control. It is the duty of officers at each level to observe closely the work and conduct of those under their control and to provide training and guidance where necessary. The reports should be based on the results of such observation. The entire period of service of a Government Servant should be covered by these reports. Superior Officers should see that no portion of a subordinate's service has been left uncovered. But report for a period of less than 45 days need not be insisted upon since the reporting officer will not be in a position to assess correctly the capacity of the reportee within such a short period. As promotions to selection posts are on a comparative assessment the need for full and complete reports cannot be over emphasised. Where any period of a subordinate's service has not been covered by a report the reasons for such omission should be recorded. 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 in his duty.

4. Preparation.— The following points should be noted while preparing a report:—

(i) The report should be written or typed by the Officer himself; if typewritten the officer should certify that he typed the report himself. The name of the Officer writing the report should be written in block letters below his signature. His designation should also be indicated.

(ii) The name and designation of the Officer reported on must be given in full and in the same manner as shown in the Civil List or Service Book.

(iii) The reports will, unless otherwise prescribed, be made out in the first instance by the Officer under whose administrative control the Subordinate is working and passed on to the next higher authority, who will satisfy himself that the reports have been prepared in the proper form add his assessment of the subordinate's work and conduct. Every Officer is expected to have detailed information regarding the work and conduct of all his subordinates. The higher officer may have some difficulty in getting to know a large number of employees two grades below him, but he should consider it an essential part of his work to do so, as it would make for efficiency of the public service and for greater contentment of the personnel under him. The judgment of the immediate superior, even though aimed at being as completely fair and unbiased as possible, may sometimes tend to become narrow. It is therefore, particularly emphasised that the official superior of the reporting officer should consider it his duty to form his own judgment of the work and conduct of the reportee. He should exercise positive and independent judgment on the remarks of the reporting officer under the various detailed headings in the form of the report as well as on the general assessment and express clearly his agreement or disagreement with those remarks. This is particularly necessary in regard to any adverse remarks, and in these cases it is the higher officer's remarks that shall be taken as the correct assessment. These

instructions should not be regarded as limiting the freedom of the reviewing officer to make any additional remarks touching on points not mentioned by the reporting officer. Such additional remarks would, in fact, be necessary where the report is too brief, vague or cryptic. If however, by any chance, a reviewing officer does not have an idea of the work of any of his subordinates, it should be clearly stated by that authority that he has no knowledge of the subordinate's work. It would not be sufficient for an officer to affix his signature without any comments, such signature without comments would signify endorsement of the views expressed by the Officers below.

(iv) The entries in the Confidential Reports should be descriptive.

(v) In the case of Last Grade Servants, only general descriptive remarks on the personnel with details of adverse remarks, if any, need be entered. The confidential records of these staff need not be passed on for countersignature.

(vi) Reporting Officers should not refrain from recording in the confidential reports all relevant observations and opinions which they might have formed, as it is the intention of Government to ensure that the report should represent a frank and full appraisal of the Officer's merits and demerits. It is equally essential that all Officers who have to record their remarks in the confidential reports should do so with the greatest caution and should not record any remarks lightly or on the spur of the moment. As far as possible, reporting officers should try to advance specific instances of reasons to justify their observations, *Colourless entries like 'Satisfactory', 'fair'*, etc., only defeat the purpose for which confidential reports are maintained and should be avoided as far as possible. Reporting Officers should deal with both the good points and shortcomings of the officer in a clear and lucid manner to enable a correct assessment of his character, ability, etc. Appendix gives the details of the authorities who are to initiate, review and keep the confidential reports on the various categories of officials.

(vii) When an Officer is transferred during the middle of a year, a report or note should be prepared and forwarded to the Officer to whose administrative control the Officer is transferred to be completed at the end of the year.

(viii) As the District Collector is recognised as the Chief Representative of Government in his District and is expected to supervise, direct and co-ordinate the activities in respect of development work in his district, confidential reports in respect of all District Officers unless otherwise specified, should be written by him. He may give independent reports based on his general impression in the case of District Officers who are not administratively directly under him. The confidential reports written by Regional Departmental Officers need not be routed through the District Collector. This will enable the Head of the Department to have a detailed appraisal of a District Officer's work by the Regional Officer of the Department and a parallel general appraisal by the District Collector. It is not necessary for the District Collector to report on those below the rank of District Heads or those in charge of special institutions like Principals of Colleges, etc., but he should always have the discretion to send a note on any Officer of the District except Judicial Officers. Such reports shall form part of the Confidential Record of the Government servant concerned.

(ix) A Reporting Officer when he proceeds on leave or is transferred or retires must leave on record for the information of his successor his opinion on the work of every officer directly subordinate to him. The record should as far as possible contain the Reporting Officer's opinion in regard to all the points prescribed in this Circular. This opinion should be incorporated in the annual confidential report. If the reporting officer has held charge for more than four months, the record should itself be made on the form of confidential report prescribed.

5. Particulars in a Confidential Record (Personal file) .- The first page on the confidential record of every Government servant should be in Form 'D' (appended) and the particulars mentioned therein should be filled at the time the first report is respond, the entries being altered from time to time when necessary. In the case of experted Officers, particulars of service in Gazetted Posts (position and duration of should be attached in addition to Form D and maintained up-to-date. Both me pages in the Confidential Records should be numbered serially and no pages mould be removed therefrom on any account.

5. Punishments .- Expression of displeasure conveyed to an Officer or orders meaning any disciplinary action should be recorded in the Annual Confidential Reports putting the number and date of the order or other communications. A copy of the order r letter conveying the displeasure or punishment should also be included in the covernment Servant's Confidential Report File. † [When the Director of Vigilance mestigations sends report on any charge substantiated against an officer including ant-inclusion of property acquired in his/her annual property statement, a copy of inding thereof should be kept in the C.R. file of the officer concerned by the Administration Department/Head of Department concerned. For this purpose, a copy at the findings should be marked to the Head of Department/Administrative Department

the Secretariat by the Director of Vigilance Investigation/Vigilance Department.] 7. Communication of Remarks. - Every employee should know his remediable meters so that he can remove them and improve himself. The best results are achieved only if every reporting officer realises that his duty does not end with recording an objective assessment of his subordinate's work and qualities, but extends also to his tendering whenever indicated the necessary advice, guidance and essistance to correct the faults and deficiencies of his subordinates. The appraisal of the reportee's capacities and potential for higher position is undertaken partly with a view to developing his qualities. If this part of the Reporting Officer's duty is properly performed, there should be no difficulty about recording adverse entries, because they would only refer to defects which had persisted despite the reporting officer's efforts = have them corrected. While mentioning any faults/defects, it would therefore be aseful if the reporting officer also gives an indication of the efforts he had made by may of guidance, admonition etc., to get the defects removed and the results of such efforts. Where an adverse entry is made, the reporting officer should certify that the defects have been brought to the subordinate's notice.

In communicating remarks to the Officer reported upon, the following procedure should be followed :--

(a) Where no adverse entry is made in a Confidential Report, nothing should

be communicated except in cases within (c) below. (b) Where an adverse entry relates to a remediable defect, it should be

communicated, but while doing so, the substance of the entire report including what may have been said in praise of the Officer should also be communicated.

(c) Where the report of an officer shows that he had made efforts to remedy . or overcome defects mentioned in the preceding report, the fact should be communicated

(d) Where an officer has made an adverse remark against a Government servant serving under him for 2 consecutive years, the officer who communicates the adverse remarks may also consider the desirability of giving the Government servant concerned an opportunity to serve under another officer so that, there will, at least, be two independent opinions relating to the work of the Government servant when his case is considered for promotion by the competent authority.

† Added vide G.O.(P)41/86/GAD. dated 31-01-1986 see G.O. on page 107.

(e) While communicating an adverse remark, neither the identity of the Superior Officer recording the adverse remarks nor the period to which the remarks relate should on any account be disclosed to the reportee.

(f) When an officer has done outstanding work in the course of a year and earned appreciation, the fact should also be communicated to him.

(g) The fact of communication of all remarks and the manner of communication should be recorded in the personal file. Acknowledgments should be obtained in all cases and filed in the Confidential Records.

8. Representations against Adverse Remarks.— Adverse entries in confidential reports are not punishments under the Statutory Rules. No appeal therefore lies against such remarks. The reportee should however, be given an opportunity to make a representation against any remarks which have been communicated to him and which he feels are unjustified. Such representation should be made to the authority charged with the duty of Scrutinising the Officer's confidential report within one month of the date on which the communication is received by the reportee. The Competent Authority may however, at its discretion entertain a representation made beyond the time specified above, if there is satisfactory explanation for the delay. Representation should be couched in polite language and be objective and factual. False/groundless accusation or intemperate language will make the representing officer liable for disciplinary action.

9. The following procedure may be adopted in dealing with representations from the Government servants against adverse remarks communicated to them:—

(i) Representations against adverse remarks should be examined by an authority superior to the reviewing officer, in consultation, if necessary with the reporting and the reviewing officers. The superior authority referred to shall be regarded as the competent authority to deal with such representations.

(ii) If it found that the remarks were justified and the representation was frivolous a note will be made in the Confidential Report of the representationalist that he did not take the correction in good spirit.

(iii) If the Competent Authority feels that there is not sufficient ground for interference, the representation should be rejected and the Officer informed accordingly.

(iv) If he, however, feels that the remarks should be toned down he should make the necessary entry separately with proper attestation at the appropriate place of the report; the correction should not be made in the earlier entries themselves.

(v) In the rare event of the competent authority coming to the conclusion that the adverse remark was inspired by malice or was entirely incorrect or unfounded and therefore deserved expunction, he should record his findings in the confidential records. For this purpose he will make an entry in red ink with his signature, name and date stating that he had done so. But before taking such action, he should bring it to the notice of the Head of the Department or Office if he himself does not occupy that position. It is not correct to paste over the remarks expunged; they may merely be scored through.

(vi) The original representations or explanations against adverse remarks and the findings thereon should be kept in the Confidential Records.

(vii) There is no scope for correspondence between the reviewing officer, the reporting officer and the officer reported upon except the representations made.

10. Personal Data of Government employees.— All future employees under State Government except Last Grade Servants on first appointment to Government is should furnish information in respect of their close relations in the pro forma and it should be added to the C.R. of the employees concerned. Any change in the periodic program in the pro forma should be furnished by the Official at the end of each to the Head of Office/Department where he is employed. The Head of Office/ construction in the C.R. and keep it up-to-date.

11. Confidential Reports on Officers on deputation to another Department on foreign service with Government of India, other State Governments, covernment Owned Companies, etc.— The Confidential Reports on officers on officers on another Department of Government should be continued to be maintained be parent Department. In such cases the Reports should be prepared in duplicate by Department where the official is on deputation and one copy thereof sent to the ment Department and the duplicate retained by the custodian of the Department where is on deputation. When the deputation is terminated all the duplicate copies of the poerts on him should be sent to the parent Department for custody.

In respect of Officers on service with the Government of India, other State Severnments, Companies etc., the confidential reports should be duly obtained from the Governments or Companies, as the case may be, and kept along with the Confidential Records on the Officers.

12. Confidential reports on retired and deceased Officers and their disposal.— Confidential reports or copies thereof should not be given to a retired officer or person who has relinquished Government service. But if a request is received there is a objection to giving him an objective testimonial based on his work and conduct.

The confidential record relating to a deceased officer may be destroyed after a seniod of two years from the date of his death and that of a retired Government servant there five years from the date of retirement.

13. Special Reports.— (i) Special reports may be called for at any time on the work of any officer. Such reports should be submitted through the prescribed thannels but need not be recorded in the form for annual confidential reports and be confined to the question or questions raised.

(ii) A superior officer may, at any time, of his own accord forward a report an Officer working under him should be consider that the conduct of an Officer takes such action necessary. Such reports should also be submitted through the rescribed channels.

(iii) Any special reports required about an Officer's fitness for promotion or shout his conduct may be included in the confidential report at the discretion of an officer in whose custody the confidential file is kept.

14. Date of submission.— The reporting officer will forward the annual report in his subordinate by the first February following the year reviewed and the half-yearly ports by the 1st February and the 1st August following the half year) and the interestive authorities should pass on the report with their remarks to the next higher thority within one week of its receipt by them. † [In the case of All India Service forcers, the Reporting Officer will furnish the report within one month of the expiry the period of report. All such reports shall reach Government within two months the expiry of the period of report.] This time limit has to be strictly followed and the antidential reports in final form should be made ready by the end of February.

15. Register to watch disposal of reports.— A register in the following form that be maintained by all Heads of Offices and Secretaries to Government to watch the mely receipt of confidential reports and their final disposal by the prescribed dates:

Provision amended vide G.O.(Ms.)331/69/PD. dated 04-11-1969 see G.O. on page 99.

			1	1. 10. 10.1	The All and All and a	if	
Serial Number	vame of Officer to be reported upon	Designation	Due Date	Date of Receipt	Date when sent to Secretary to Government or Minister or officer concerned	Adverse Remarks any, communicat	Remarks
1	2	3	4	5	6	7	8

REGISTER TO WATCH THE RECEIPT AND DISPOSAL OF CONFIDENTIAL REPORTS

16. Miscellaneous.— (i) Restriction in handling.— Custodian Officers should ensure that subordinates in administrative posts do not have access to the Confidential Reports on themselves, their seniors or of officers of equal rank.

(ii) Open certificates.— Excepts as provided in para 12 above, open certificates by superior officers should on no account be issued to subordinate officers.

PUBLIC (SS) DEPARTMENT CIRCULAR MEMORANDUM

Dated, Trivandrum, 27th February, 1967.

No.13362/SS2/67-1/PD. Dated, Invaliditum, 27th Fost addy, and Sub:— Confidential Reports — Communication of adverse remarks — Regarding. Para 7of the instructions regarding mode of preparation and custody of

Para 7of the instructions regarding mode of preparation and entropy Confidential Reports issued with G.O.(P) 344/66/PD. dated 22-08-1966 stipulates that while recording adverse entries in the Confidential Reports, the Reporting Officer should give an indication of the efforts he had made by way of guidance, admonition etc., to get the defects removed and the results of such efforts. It is also laid down that where an adverse entry is made, the reporting officer should certify that the defects have been brought to the notice of the Subordinate Officer. Adverse entries should normally refer only to defects which persist despite the efforts of the reporting officer to have them corrected. All reporting officers are requested to ensure that these instructions are carefully and scrupulously followed in all cases of adverse comments in the Confidential Reports on their staff, as otherwise the entries in certain cases are liable to be expunged.

N. M. PATNAIK, Chief Secretary.

GOVERNMENT OF KERALA

Abstract

Confidential reports on Government Servants—Preparation and Maintenance of—Amendments to the Instructions issued—Clarification—Issued.

PUBLIC (MISCELLANEOUS) DEPARTMENT

G. O. (P) No. 360

Dated, Trivandrum, 3rd December 1968.

Read.—1. G. O. P. 344 PD dated 22-8-1966. 2. G. O. P. 242 PD dated 29-7-1968.

. ORDER

In sub-para (ii) of para 2 of the G.O.P. No. 242 dated 29-7-1968 it has been ordered that as soon as the confidential report is written by the reporting officer and reviewed by the reviewing officer it should be shown to the officer concerned and his acknowledgement obtained on it. In sub-para (iii) of para 2 of the same G.O. it has been ordered that if any representation is received from the officer regarding the report, it should be filed along with the report together with any comments that the reporting reviewing officer may have to make on such representation and that the acknowledgement of the officer concerned on these further remarks made by the reporting reviewing officer will also be obtained as proof that he has seen them. In para 3 of the G.O. it has been ordered that these modifications will apply to all confidential reports written from the year 1968 onwards in respect of State Government employees.

2. Government are pleased to issue the following clarifications for guidance in following the modified procedure:—

(i) The confidential report, or the further comments on the representation of the officer on his confidential report, should be shown to the officer concerned by the reporting officer himself wherever possible. If this is not possible this will be done by his successor in office.

(ii) If the officer concerned is transferred and it is not possible for the reporting officer or his successor in office to show the confidential report or the further comments on his representation on the report, to him in person, it should be sent by registered post to the reporting officer concerned under whom the officer is working who should show the same to the officer and obtain his acknowledgement on it and return it by registered post to the officer who forwarded it.

(iii) The above procedure should be completed before the confidential report is forwarded to the custodian officer for safecustody.

(iv) The above procedure should be followed in respect or all confidential reports written from 1-1-1968 onwards irrespective of the periods to which the reports relate.

By order of the Governor,

G. SUKUMARAN NAIR,

Deputy Secretary,

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GOVERNMENT OF KERALA

Abstract

Confidential Records on Government Servants—Preparation and Maintenance of—Amendments to the instructions— Issued.

PUBLIC (MISCELLANEOUS) DEPARTMENT

G. O. (P) No. 3.

Dated, Trivandrum, 3rd January, 1969

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Read.-G. O. P. No. 242 PD dated 29th July, 1968.

ORDER

In the G. O. read above Government have issued amendments to the instructions for the preparation and maintenance of confidential records on Government servants. In para 2 (1) of the G. O. Government have ordered that no confidential reports will be maintained in respect of categories of staff not eligible for appointment by selection to a higher post, and whose promotion can be only to a non-selection post.

2. It has since come to the notice of Government that there are certain selection posts which at present do not form feeder categories for any selection post. Government have, therefore, examined the question whether confidential reports should be maintained in respect of all the categories of officers holding selection posts irrespective of the fact whether the posts held by them are feeder categories to a higher selection post or not. Confidential records have to be maintained for the feeder categories to these posts and these posts may also be declared as feeder categories to other selection posts in future even if they are not so at present. Government are, therefore, pleased to order that Confidential Reports shall be maintained for all selection posts irrespective of whether the posts from feeder categories to any other selection post or not.

3. The G.O. read above is modified accordingly.

By order of the Governor,

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G. SUKUMARAN NAIR, Deputy Secretary.

GOVERNMENT OF KERALA

Abstract

Confidential reports on Government Servants—Preparation and Maintenance of—Amendments to the instructions— Issued

PUBLIC (MISCELLANEOUS) DEPARTMENT

G. O. (P) No. 41. Dated, Trivandrum, 29th January 1969.

Read.—1.	G. O. P. No. 344 PD dated 22-8-1966.	
. 2.	G. O. P. No. 242 PD dated 29-7-1968.	
3.	G. O. P. No. 360 PD dated 3-12-1968	

ORDER

In the G. O. read as 2nd paper above Government have issued amendments to the instructions for the preparation and maintenance of confidential records on Government servants. In paragraph 3 of G. O. P. No. 242 PD dated 29-7-1968, it has been ordered that the modifications will apply to all confidential reports written from the year 1968 onwards in respect of State Government employees. In the G. O. read as 3rd paper certain clarifications were issued for guidance in following the modified procedure. In sub-para (iv) of para 2 of the G.O. dated 3-12-1968 it was clarified that the modified procedure should be followed in respect of all confidential reports written from 1-1-1968 onwards irrespective of the periods to which the reports relate.

2. It has since come to the notice of Government that by the time these orders were issued, the confidential reports on most of the officers for the year 1967 were received and further action wherever necessary was taken and that the actual implementation of the modified procedure in respect of confidential reports written for the period upto 31-12-1967 is a difficult process and involves too much time and labour. In these circumstances Government are pleased to order that the modified procedure for the preparation and maintenance of confidential records will not apply to reports written for the period upto 31-12-1967 and will apply only to confidential reports written for the period upto 31-12-1967 and will apply only to confidential reports written for the year 1968 and thereafter.

3. In sub-para (ii) of para 2 of G. O. (P.) No. 242 dated 29-7-1968 it has been ordered that as soon as the confidential report is written by the reporting officer and reviewed by the reviewing officer it

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should be shown to the officer concerned and his acknowledgement obtained on it. In sub para (iii) of para 2 of the same G. O. it has been ordered that if any representation is received from the officer regarding the report it should be filed along with the report together with any comments that the reporting reviewing officer may have to make on such representation and that the acknowledge, ment of the officer concerned on these further remarks made by the reporting reviewing officer will also be obtained as proof that he has seen them. In addition to these instructions Government also order that the result of the action taken on representations against adverse remarks should be communicated to the officers concerned.

4. The G.Os. read as 2nd and 3rd papers above are modified accordingly.

By order of the Governor,

S. ANANTAKRISHNAN,

Special Secretary to Government.

GOVERNMENT OF KERALA

Abstract

Confidential Records on Government Servants—Preparation and maintenance of—Amendment to instructions regarding—Representation received—Revised Instructions—Issued

PUBLIC (MISCELLANEOUS) DEPARTMENT

G. O. (P) 50/73/PD.

Dated, Trivandrum, 7th February 1973.

Sec.

Read:--1. G.O. (P) 344/PD dated 23-8-1966.

2. G.O. (P) 242/PD dated 29-7-1968.

3. G.O. (P) 41/PD dated 29-1-1969.

4. U. O. No. 25605/Rules/71/PD 29-5-1971 PD Rules

· ORDER

In the Government order read as 2nd paper above Government have issued amendments to instructions for the preparation and maintenance of confidential records on Government servants. In sub para (iii) of para 2 of the said Government order it has beep ordered that if any representation/is received from the officers regarding the report it would be filed along with the report together with any comments that the reporting/reviewing officer may have to make on such representation and that the acknowledgement of the officer concerned on these further remarks made by the reporting/ reviewing officer will also be obtained as proof that he has seen this In the G. O. 3rd cited, it has also been ordered that the result of the action taken on representations against adverse remarks should be communicated to the officers concerned.

The procedure followed by the Government of India in the matter of adverse entries in annual confidential reports has been examined by Government. According to the procedure followed by Government of India, representations or explanations against adverse entries should not be added to confidential records. The reason for adopting this procedure is that if the representation was well founded it would have resulted in the competent authority toning down or expunging the adverse remarks; if the representation was without substance it must have been rejected. In either case no useful purpose would be served by adding the representation itself to the confidential records.

After considering all the aspects in detail Government are pleased to order that the existing practice with regard to the representations from the officers against the adverse remarks in the confidential reports will be continued. However, such representations will be kept in separate series, page numbered date-wise and in the same folder.

By order of the Governor,

G. BHASKARAN NAIR,

Special Secretary (Public).

GOVERNMENT OF KERALA

Abstract

Confidential records on Government Servants—Preparation and Maintenance of—Modified procedure—Clarification Issued.

PUBLIC (MISCELLANEOUS) DEPARTMENT

O. O. (P). No. 186:

Dated, Trivandrum, 30th June, 1969

Read:--1. G. O. P. No. 344|PD dated 22-8-1966.

2. G. O. P. No. 242 PD dated 29-7-1968.

3. G.O.P. No. 360 PD dated 3-12-1968.

4. G.O.P. No. 3 PD dated 3-1-1969.

5. G. O. P. No. 41 PD dated 29-1-1969.

ORDER`

Under the modified procedure now in force for the preparation and maintenance of confidential records in respect of the Stat Government employees the entire report should be shown to the officer concerned and his acknowledgement obtained on it so that he could have a complete picture of the impression he has created on the reporting officer instead of merely the picture arising out of the adverse remarks. Representation, if any, received from the officer regarding the report together with the comments of the reporting reviewing officer will also be filed along with the confidential reports after obtaining the acknowledgement of the officer concerned as proof that he has seen such further comments.

Government wish to make it clear that under the modified procedure now in force there will be no necessity for communicating adverse remarks and that the time limit of one month mentioned in item 8 of the instructions issued in G. O. (P). 344 PD dated 22-8-1966 for making representations, if any, will be reckoned from the date on which the confidential reports is shown to the reportee.

> By order of the Governor, M. K. SUDHAKARAN, Assistant Secretary.

GOVERNMENT OF KERALA

Abstract

Confidential Records on Government Servants—Officers who have to write/review Confidential Records on their Subordinates before Retirement—Mode of Preparation and Custody—Orders issued

PUBLIC (MISCELLANEOUS) DEPARTMENT

G. O. (P) 234/74/PD. Dated, Trivandrum, 24th September 1974.

Read:-G. O. (P) No. 344|PD dated 22-8-1966 issued from the Public (Rules) Department.

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ORDER

In the G. O. read above, Government have prescribed the precedure regarding the mode of preparation and maintenance of

confidential records on Government servants. Now a question as to whether the retired officers after they demit the office can write/, review confidential records on Government servants who worked under them has come up for consideration.

2. Government have examined the question, and are pleased to order that 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 conndential report is a Government servant after he retired from service; and

(b) in other cases, after he demits office.

3. It should however be ensured that officers due to retire write up all the confidential records that are due to be written by them before they actually retire.

By order of the Governor,

V. K. KUTTAN, Deputy Secretary.

GOVERNMENT OF KERALA

Abstract

Confidential Records on Government Servants—Preparation and Maintenance of—Amendments to the instructions issued.

PUBLIC (MISCELLANEOUS) DEPARTMENT

G. O. (P) No. 242.

Dated, Trivandrum, 29th July, 1968.

Read.-G. O. P. No. 344 Public dated 22nd August, 1966.

ORDER

In the G.O. read above Government have prescribed the procedure regarding the mode of preparation and maintenance of confidential records on Government servants. Various Service Associations in the State have been urging the abolition of the confidential file system. Government have accordingly examined the question whether the system of maintaining confidential reports on officers should continue in the existing form.

^{2.} After carefully considering all aspects of the question, Government are pleased to order as follows:—

(i) No confidential reports will be maintained in respect of categories of staff not eligible for appointment by selection to a higher post, and whose promotion can be only to a non-selection post.

(ii) In other cases, as soon as the report is written by the reporting officer and reviewed by the reviewing officer, it should be shown to the officer concerned and his acknowledgement obtained on it, so that he could have a complete picture of the impression he has created on the reporting officer instead of merely the picture arising out of the adverse remarks.

(iii) If any representation is received from the officer regarding the report, it should be filed along with the report together with any comments that the reporting reviewing officer may have to make on such representation. Acknowledgement of the officer concerned on these further remarks made by the reporting reviewing officer will also be obtained as proof that he has seen it.

(iv) The system of maintaining confidential reports will, however, continue for all diciplinary forces.

3. These modification will apply to all confidential reports written from the year 1968 onwards in respect of State Government employees.

4. Necessary amendments to the instructions issued in G.O. (P) 344 Public (Rules) dated 22-8-1966 in the light of the above changes will be issued separately. All departments of the Secretariat and all heads of departments are requested to furnish urgently necessary amendments to the appendix to the above G. O. so far as they are concerned.

By order of the Governor,

S. ANANTAKRISHNAN,

Secretary to Government.