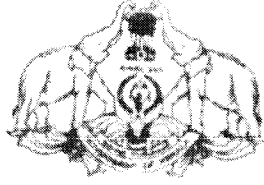


31843



GOVERNMENT OF KERALA

Personnel and Administrative Reforms (Advice-C) Department

CIRCULAR

No. 3900/Adv.C2/2014/P&ARD.

Dated. Thiruvananthapuram, 15th February, 2014.

Sub:—Recording of the Annual Confidential Report by the Reporting Authorities—Instructions issued—Reg.

Ref:—G. O. (P) No. 344 dated 22-8-1966.

D
G
The Annual Confidential Report (ACR) of the officials in the Secretariat and in the Departments is recorded based on a calendar year. During several meetings of the DPC held in the PSC, lack of seriousness with which the ACRs are often recorded has been noted on a number of occasions by the Members. Reporting officers need to devote adequate time and effort in filling up the ACRs and ensure that the entries are accurate and does justice to the reported officer.

Therefore all Reporting and Reviewing Officers are instructed to ensure that *inter alia* 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 'C' or 'D' grades are assigned, again specific instances of inadequate or below par performance should be noted. This would ensure that the Reporting and Reviewing Officers, grade an officer with suitable justification and back up information.

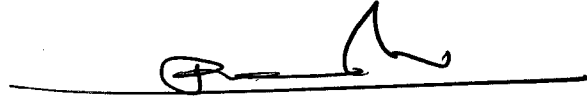
E. K. BIHARAT BHUSHAN,
Chief Secretary.

GCPT. 3/1235/2014/DTP.

Endt No.D6- 34873/14/DPI

Office of the
Director of Public Instruction
Thiruvananthapuram, dated: 1.08.2014

Government Circular No. 3900/Adv-C2/2014/P&ARD dated: 15.02.2014
forwarded to all the Educational Officers for information and strict compliance.



for Director of Public Instruction

To

1. All the DDE, DEOs, AEO and HMs.
2. All the Principals DIET.
3. Joint Commissioner, Pareeksha Bhavan, Thiruvananthapuram.
4. State Project Director, SSA, Nandavanam, Thiruvananthapuram.
5. Entrance Examination Commissioner, Housing Board Building, Thiruvananthapuram.
6. All Officers in this Directorate.
7. Stock file.

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