

CONFIDENTIAL

O.M.No. 21011/1/77-Estt. A
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DEPTT. OF PERSONNEL & A.R.
.....

New Delhi, the 30-1-1978

OFFICE MEMORANDUM

Subject: Confidential Report -Preparation and maintenance of.

The undersigned is directed to refer to this Deptt's OM No. 51/5/72-Estt. A dated the 20th May, 1972 and OM No. 51/3/72-Estt. A dated the 2nd May, 1975 on the subject noted above and to say that the existing system of writing confidential reports has been reviewed and the following decisions have been taken:

- (i) The Annual Reports should be recorded within one month of the expiry of the report period and delay in this regard on the part of the reporting officer should be adversely commented upon. If the officer to be reported upon delays submission of self-appraisal, this should be adversely commented upon by the reporting officer.
- (ii) Where the reporting officer retires or otherwise demits office, he may be allowed to give the report on this subordinates within a month of his retirement or demission of office.
- (iii) All adverse remarks in the Confidential Reports of Govt. servants, both on performance as well as on basic qualities and potential, should be communicated along with a mention of good points, within one month of their being recorded. The communication should be in writing and a record to that effect should be kept in the C.R. dossier of the Govt. servants concerned.
- (iv) Only one representation against adverse remarks (including reference to 'warning' or communication of the displeasure of the Govt. or 'reprimands' which are recorded in the confidential report of the Govt. servant) should be allowed within one month of their communication. While communicating the adverse remarks to the Govt. servant concerned, this time limit should be brought to his notice.

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(v) All representations against adverse remarks should be decided expeditiously by the competent authority and in any case, within three months from the date of submission of the representation. Adverse remarks should not be deemed as operative, if any representation filed within the prescribed limit is pending. If no representation is made within the prescribed time, or once this has been finally disposed of, there would be no further bar to taking notice of the adverse entries.

(vi) No memorial or appeal against the rejection of the representation should be allowed six months after such rejection.

2. Ministry of Finance etc. are requested to bring these decisions to the notice of all concerned for favour of strict compliance and the provisions of OM No. 51/5/72-Ests(A) dated 20th May, 1972 may be amended accordingly.

3. With a view to introducing a performance oriented appraisal system, the existing C.R. forms are also being revised for being brought into use for recording the reports for the year ending 31st March, 1978 or 31st December, 1978 as the case may be, and they would be circulated shortly.



(R.C. Gupta)

Deputy Secretary to the Govt. of India.

To

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No. 21011/1/77-Ests. A

Dt. the

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JS(S)/ALS Section.



(R.C. Gupta)

Deputy Secretary to the Govt. of India.