

D3 - 12538/2008

Forest Headquarters,
Vazhuthacaud,
Thiruvananthapuram,
Dated : 23.06.2008

CIRCULAR NO. 5 /2008

Sub:- Forest Department- Convening of Departmental Promotion Committee - Preparation of confidential reports - instructions issued - regarding.

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

It has come to the notice of the undersigned that many of the reviewing officers are not submitting the Annual Confidential Reports in respect of the officers under their administrative control to the Chief Conservator of Forests (Administration) in time. Much difficulties are being experienced in the office of the Chief Conservator of Forests (Administration) due to non receipt/ delayed receipt of the Annual Confidential Report of the subordinate officers.

It appears that certain reporting officers are not aware of the fact that preparation of the confidential reports of the subordinate officers working under their administrative control is a part of their official duty and responsibility. Such officers have to understand that default on the part of an officer in the preparation and maintenance of confidential reports on his subordinates will have to be mentioned in the confidential report on the reporting officer as a point of failure in his duty. Without getting the confidential reports in time the Departmental Promotion Committees cannot be convened as scheduled in the rules. Several complaints are also seen received regarding the delay in getting promotions, as the Departmental Promotion Committee could not be held in time for want of confidential reports.

As per the rule 28 (b) (i) 4 of the Kerala State & Subordinate Service Rules the Departmental Promotion Committee has to be convened periodically to prepare select lists, in the order of merit of the officers selected for appointment. The select

lists have to be prepared during a calendar year for vacancies estimated to arise in the next calendar year. Therefore, it is necessary to convene the meeting of the Departmental Promotion Committee during September/ October of every year for selecting the officers for promotion for the next year.

During the first six months of the year, action shall be taken to make all the confidential reports up-to-date i.e. confidential reports shall be made up-to-date before 30th June of every year. Simultaneously seniority lists shall also be made up-to-date and probation of officers in the field of choice declared.

Confidential reports of an officer should be prepared and submitted half yearly for the first 3 years of his service in one post. The period of half-yearly reports shall be the half-year ending 30th June and 31st December each year to be submitted to higher authority within one month. *The reporting officer concerned should regard it as his personal and special responsibility to ensure that confidential reports are properly prepared in respect of all officers working under his direct or ultimate control and submitted for review after showing to the officer concerned. Report for a period of less than 45 days need not be prepared.*

The reporting officer will forward the Annual Confidential Report on his subordinates by the 1st February following the year 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. *[Confidential Reports on an officer should be prepared and submitted half yearly for the first three 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]* This time limit has to be strictly followed and the Confidential Reports in final form should be made ready by the end of February. Any laxity in this regard will be viewed seriously.

While submitting the Annual Confidential Report to the reporting officer, the reported officer will prepare the self assessment part by recording results on the various factors listed as per the annexure. The reporting officers should ensure that

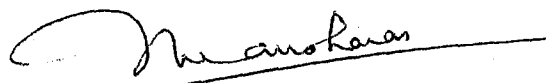
targets are fixed for the reported officer based on the listed factors at the beginning of the year.

In accordance with the Rule 28 (b) (i) (4) (c) of Kerala State and Subordinate Service Rules, a Moderation Committee is constituted and the committee will be convened during the month of July/August of every year. The Moderation Committee will consist of the Principal Chief Conservator of Forests, the Chief Conservator of Forests (Administration), Chief Conservator of Forests (Development), Chief Conservator of Forests (Vigilance), Chief Conservator of Forests (Protection), Chief Conservator of Forests (Wildlife) and Chief Conservator of Forests (Eco development and Tribal Welfare). This committee will conduct a review of all the performance appraisals of the officers reviewed upon and record descriptive remarks taking into account the views of the committee. Only after these remarks are recorded, the appraisal forms will be submitted before the Departmental Promotion Committee.

All reviewing officers may please take note that no Confidential Report will be accepted after the time limit prescribed.

Please note that those who disregard the instructions will be liable for action under appropriate rules.

Heads of offices should acknowledge receipt of this circular by return of post itself. The contents of the circular should be brought to the notice of all subordinates for which Annual Confidential Report is required to be prepared.



Principal Chief Conservator of Forests

To

All Chief Conservator of Forests / Conservator of Forests
Divisional Forest Officer/ Assistant Conservator of Forests
Wildlife Wardens/ Working Plan Officers.
Copy to all Branch officers in Forest Headquarters.

Annexure (a)

Kerala Forest Department
Submission of Annual Confidential Reports
(To be recorded by the respective officers and submitted along with the
Annual Confidential Reports)

Name and designation of the reported officer	Date of submission of self appraisal and Annual Confidential Report from by the reported officer to the reporting officer	Date of receipt of Annual Confidential Report by the reporting officer	Date of submission of Annual Confidential Report to the reviewing officer by the reporting officer	Date of receipt of Annual Confidential Report by the reviewing officer
1	2	3	4	5
Signature of the reported officer/Reporting officer / Reviewing Officer with date				

ANNEXURE (b)

The minimum particulars that should be contained in the self appraisal of the various categories of officers is prescribed below

ASSISTANT CONSERVATOR OF FORESTS

Territorial Division

1. Total allotment under Plan/Non Plan
2. Amount utilized and percentage of achievement
3. Target for raising plantation – physical.
4. Achievement in hectares.
5. Allotment of fund for survey of Forest Boundaries
6. Amount spent and percentage of utilization
7. Number of cairns constructed
8. Number of evictions conducted
9. Number of Ganja raids conducted
10. Number of VSSs /EDCs operating in the jurisdiction.
11. Number of new VSSs /EDCs constituted during the year.
12. Amount of fund allotted for utilization through VSSs /EDCs
13. Amount utilized and percentage of financial achievement
14. Other specific achievement during the year.
15. 61 A cases finalised.
16. No. of Audit Paras / Inspection Paras settled.
17. Promptness in sending monthly accounts to Accountant General.
18. No. of files closed .
19. Timber working details.
20. No. of days on field tour.
21. Disciplinary cases enquired into and finalised.
22. No. of enquiry reports on disciplinary action submitted.
23. Number of LAR / Internal Audit Objection answered.
24. Details of SST clearance done.
25. Details of submission of Timber Returns.
26. Details of implementation of FMIS in the office
27. Any other work of meritorious nature deserving special attention.

Social Forestry Division

1. Planting target & achievement
2. Nursery target & achievement
3. Percentage of Fund utilization.
4. Number of extension & Education Programmes conducted.

5. Details of submission of monthly accounts.
6. Number of LAR / Internal Audit Objection answered.
7. Number of files closed.
8. Promptness in sending monthly accounts to Accountant General.
9. No. of days on field tour.
10. Disciplinary cases enquired into and finalised.
11. No. of enquiry reports on disciplinary action submitted.
12. Number of LAR / Internal Audit Objection answered.
13. Details of implementation of FMIS in the office
14. Any other work of meritorious nature deserving special attention.

VIGILANCE WING

1. Number of petitions received, enquired, final report submitted
2. Number of seizures- Forest produce, wildlife articles, vehicles.
3. Number of allegations/ cases investigated and completed.
4. Number of Ganja raids and result
5. Number of raids to detect illicit brewing & result
6. Number of inspections of works in the Divisions and results
7. Number of irregularities detected in the works.
8. Details of implementation of FMIS in the office
9. No. of days on field tour.
10. Disciplinary cases enquired into and finalised.
11. No. of enquiry reports on disciplinary action submitted.
12. Number of LAR / Internal Audit Objection answered.
13. Details of SST clearance done.
14. Any other work of meritorious nature deserving special attention.

Working Plan & Research

1. Target about field work for Working Plan Range Officers
2. Target about field work for Working Plan Research Range Officers.
3. No. of days on field tour.
4. Disciplinary cases enquired into and finalised.
5. No. of enquiry reports on disciplinary action submitted.
6. Number of LAR / Internal Audit Objection answered.
7. Details of SST clearance done.
8. Details of implementation of FMIS in the office
9. Any other work of meritorious nature deserving special attention.

Wildlife Wing

1. Total allotment under Plan/Non Plan.
2. Amount utilized and percentage of achievement
3. Allotment of fund for survey of Forest Boundaries

4. Amount spent and percentage of utilization
5. Number of cairns constructed
6. Number of evictions conducted
7. Number of Ganja raids conducted
8. Number of VSSs /EDCs operating in the jurisdiction.
9. Number of new VSSs /EDCs constituted during the year.
10. Amount of fund allotted for utilization through VSSs /EDCs
11. Amount utilized and percentage of financial achievement
12. Other specific achievement during the year.
13. 61 A cases finalised.
14. No. of Audit Paras / Inspection Paras settled.
15. Promptness in sending monthly accounts to Accountant General.
16. No. of files closed .
17. No. of days on field tour.
18. Disciplinary cases enquired into and finalised
19. No. of enquiry reports on disciplinary action submitted.
20. Number of LAR / Internal Audit Objection answered.
21. Details of implementation of FMIS in the office
22. Any other work of meritorious nature deserving special attention.

Range Officer

Territorial Range

1. No. of offence booked during the year
2. No. of offence charged in the Court after investigation
3. No. of 61-A cases detected during the year
4. No. of 61-A cases in which enquiry was completed.
5. Target for raising plantation - Physical.
6. Achievement in hectares
7. Allotment of fund for survey of Forest Boundaries
8. Amount spent and percentage of utilization
9. Number of cairns constructed
10. Number of evictions conducted
11. Number of Ganja raids conducted
12. Number of VSSs /EDCs operating in the jurisdiction.
13. Number of new VSSs /EDCs constituted during the year.
14. Amount of fund allotted for utilization through VSSs /EDCs
15. Amount utilized and percentage of financial achievement
16. Timber working details.
17. Number of files closed.
18. Any other work of meritorious nature deserving special attention.

Social Forestry Range

1. Planting target & achievement

2. Nursery target & achievement
3. Number of extension & Education Programmes conducted.
4. Details of submission of monthly accounts.
5. Number of LAR / Internal Audit Objection answered.
6. Any other work of meritorious nature deserving special attention.
7. No. of files closed.

VIGILANCE WING

1. Number of petitions received, enquired, final report submitted
2. Number of seizures- Forest produce, wildlife articles, vehicles.
3. Number of allegations/ cases investigated and completed.
4. Number of Ganja raids and result
5. Number of raids to defect illicit brewing & result
6. Number of inspections of works in the Divisions and results
7. Any other work of meritorious nature deserving special attention.
8. Any other work of meritorious nature deserving special attention.

Wildlife Wing

1. No. of offence booked during the year
2. No. of offence charged in the Court after investigation
3. No. of 61-A cases detected during the year
4. No. of 61-A cases in which enquiry was completed
5. Allotment of fund for survey of Forest Boundaries
6. Amount spent and percentage of utilization
7. Number of cairns constructed
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10. Number of VSSs /EDCs operating in the jurisdiction.
11. Number of new VSSs /EDCs constituted during the year.
12. Amount of fund allotted for utilization through VSSs /EDCs
13. Amount utilized and percentage of financial achievement
14. Timber working details.
15. Number of files closed.
16. Any other work of meritorious nature deserving special attention.

Junior Superintendent / Senior Superintendent

1. Number of Clerks in the section
2. No. of times PR of each Clerk was inspected
3. No. of files opened during the period
4. No. of files closed during the period
5. Whether monthly account was sent before the due date (Months in which there was delay should be specified)
6. Whether all monthly reports to higher officers was submitted on time. Specified delay if any.
7. No. of Inspections conducted in ranges
8. No. of Audit Objects answered (LAR)
9. No. of Internal Audits Observations answered.
10. No. of disciplinary cases finalised.
11. Highlight special tasks if any

Administrative Assistant / Senior Administrative Assistant

1. No. of Junior Superintendent / Senior Superintendent working under the officer
2. No. of times PR were inspected during the period.
3. No. of inspections conducted in the Divisions under the jurisdiction of the office
4. Whether FMIS is implemented fully in the office.
5. Whether Monthly Accounts is submitted to Accountant General on time
6. No. of LAR objections answered
7. No. of Internal Audits answered
10. No. of disciplinary cases finalised.
11. Highlight special tasks if any