

**INSTRUCTIONS
ON
MAINTENANCE AND SCRUTINY
OF
PERSONAL FILES**

(Corrected upto 2-8-1999)

PREFACE

Instructions have been issued from time to time on maintenance and scrutiny of personal files. These instructions have been incorporated in this Book-let for ready reference and use of all concerned.

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**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

**PUBLIC SERVICES-PERSONAL FILES-MAINTENANCE AND SCRUTINY-
CONSOLIDATED INSTRUCTIONS-RE-ISSUED**

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.1385.

Dated 31st October, 1961

Read the following:-

G.O.Ms.No.388, General Administration (Services-C), Dated 17th March, 1958.

* * *

ORDER:

The instruction appended to this order in regard to the maintenance and scrutiny of confidential reports are issued in supersession of all the previous instructions issued on the subject.

These instructions shall not apply in regard to the maintenance of the personal files of employees working under the administrative control of the High Court.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M.PURUSHOTHAM PAI
Chief Secretary to Government

APPENDIX INSTRUCTIONS

1. Preparation:- The object of the Annual Confidential Report is to assess as nearly as possible how far each officer is physically, mentally and morally suitable for his office, whether he is able to apply intelligently the law, rules, practices and procedure applying to the work within his charge, his treatment of his subordinates, his behaviour to his superiors and colleagues in other departments and finally his relations with the public.

(i) In respect of Gazetted Officers, the report should be written in Form "A" annexed to these instructions as Annexure-I.

(ii) In respect of non-Gazetted Officers, necessary entries will be made in form "B" annexed to these instructions as Annexure-II.

(iii) In respect of Gazetted Officers who hold Technical Posts, the report should be written in form "C" annexed to these instructions as Annexure-III.

While preparing the confidential reports, the following points should be borne in mind.

(a) The reports should be written or typed by the officer himself. To facilitate identification, the name of the officer writing the report should be written in block letters below his signature and his designation also indicated. In the case of Gazetted Officers, reports will be prepared in duplicate, one copy of which will be retained by the Head of the Department and the other by the Secretary to Government.

(b) Confidential Report forms should never be folded.

(c) Name and designation of officers must be given in full and exactly as shown in the Civil List or Service Books.

(d) The reports will, unless otherwise specified, be made out in the first instance by the immediate superior Gazetted Officer of the officer reported on and shall pass through the channel of submission, the instructions regarding which have been issued separately. Reports on Heads of Departments will similarly be drawn up by the Secretary to Government in the department concerned.

Note:- The Section Head in the Offices of Directorates or District Offices should initiate reports on the ministerial and non-technical staff working under them in the shape of a note which may follow the general pattern of the annual confidential report and with the assistance of this note the immediate gazetted officer may enter his own assessment on the permanent record. The note written by Section Head should be preserved in the Personal File for a year as an Annexure for reference.

If both the Secretary to Government and the Head of the Department belong to same service (Viz., I.A.S., etc.), and if the Secretary to Government is junior to the Head of the Department in the common gradation list of the service concerned the Chief Secretary will record the confidential report on the Head of the Department. In all other cases i.e., in the case of non-I.A.S., Heads of Departments, the Secretary to Government, in the administrative department of the Secretariat having control over them will record these reports.

(e) If an officer is transferred during the year, the report should be prepared by the Officer under whom he has served for the first part of the year and should be forwarded to the officer to whose charge he has been transferred.

(f) If the reporting officer be transferred before July in a year he need not leave any report on the officers under him but if he is transferred after July he should leave a report on each of the officers under him or a note to that effect to enable his successor to transcribe those remarks into the annual confidential report stating the name of the author.

If the counter-signing officer, who has assessed the qualities of the officers reported upon retires at the time the report is put up, the counter-signature should be done by his successor, but a counter-signing officer retiring after June in a year may in his discretion leave a note on officer or officers working under him for addition to the annual confidential report (with the name of the recording officer) at the time of counter-signature of the annual confidential report.

(ff) If an officer has worked, during a year, under different officers for less than 4 months under each such officer, the officer or officers under whom he worked for more than 2 months will write the report.

(g) In the beginning of April each year, and when a Minister is about to relinquish charge of his office, he should be requested by the Chief Secretary to record his remarks on each of the Secretaries, Special Secretaries, Additional Secretaries, Joint Secretaries who have worked in the Secretariat directly under him, if he so wishes.

(h) When a Secretary, Special Secretary, Additional Secretary or Joint Secretary to Government vacates his office, the Minister under whom he has worked should be requested by the Chief Secretary to record such remarks, if he so wishes.

Exception:- No confidential reports will be prepared for the Judges of the Andhra Pradesh High Court, Chief Secretary to Government, Members, Board of Revenue and the Members of the State Public Service Commission.

2. Expressions of Censure:- Expressions of Censure etc. conveyed to an officer, will not be recorded in the confidential reports, but a copy of the letter conveying the censure will be attached to the officer's confidential documents. All censures should be recorded on the files, but in such cases an entry should be made as follows in the Annual reports. Censured for in letter No..... dated

3. Period of Report:- Confidential report should be prepared and submitted for the period from 1st April of a year to 31st March of the succeeding year.

Note:- In the case of probationers and emergency candidates, reports may be written every half year i.e., during April and October each year.

4. Communication of unfavourable remarks:- All unfavourable remarks whether through an ordinary or special Reports mentioned in Instruction (5) below should be communicated to the officer concerned; and a note to that effect should be made in the report as well as the manner of communication. Where a report shows that an officer has made successful efforts to remedy the defects to which his attention has been drawn previously, the fact should be communicated to him so that he may know that his efforts to improve have not passed un-noticed.

Note:- (i) After the Minister-in-charge or the Head of a Department, as the case may be has seen a particular report, the officer immediately above the reporting officer should be the one to communicate the adverse remarks appearing in the report, e.g., in the case of an Assistant Collector (or Deputy Collector) it should be the Member, Board of Revenue, in the case of the Director of Agriculture, it should be the Chief Secretary, in the case of a Tahsildar (reported an adversely by the Deputy Collector or Collector) the communication of an

adverse entry may either come from the Collector or from the Board of Revenue as the case may be. The form of communication is of great importance and it should be such as not unduly to discourage or embitter an officer. The object should be as far as possible to improve him. Therefore, the communication should be worked very carefully and while indicating, the defects, good work also should be mentioned. The best form is frequently a personal letter giving briefly credit for what is good while instancing what requires to be corrected. The method to be employed in pointing out to an officer his particular shortcomings should also be determined by a consideration of his individual temperament so that it will be most beneficial to him.

(ii) All adverse remarks, whether remediable or non-remediable made in the confidential report should be promptly communicated, in writing to the officer adversely reported upon, by the concerned officers. The adverse remarks should be communicated to the officer concerned **within six weeks from the date of receipt of the confidential report by the custodian of the personal files.**

(iii) Adverse remarks should be supported by specific evidentiary examples or instances as far as possible. Recording of impressions based on adequate contacts would not, however, be ruled out altogether. While communicating an adverse remark the name the officer from whom the adverse remark emanates should on no account be mentioned.

(iv) An officer should be given an opportunity to make a representation, if he wished to, against any unfavourable remark made in his annual confidential report and communicated to him. Such representations should be made to the authority to whom an appeal would lie against an order of censure on the officer concerned and they should be preferred within six weeks from the date on which the remark is communicated to the officer. Representations should be confined strictly to the merits of the question couched in proper languages and should not contain any personal attacks and insinuation against the superior officers.

(iv-A) Officers who wish to make representations against adverse remarks communicated to them may be permitted to inspect the records, if any, if they so desire.

(v) Unfavourable remarks made in the confidential reports are not punishments under the statutory rules and for this reason no appeal lies against any such remarks. It is to be borne in mind that such reports express only the opinion of the officer making the report. It is, therefore, essential that all Officers who have to record their remarks in the annual confidential reports should do so with the **greatest** caution and should not record any remarks lightly on the spur of the moment or based on prejudice.

(vi) When a superior officer differs from the opinion expressed in respect of an officer by the immediate superior of the later, the former should invariably give his reason to substantiate the remarks made by him in the confidential reports.

(vii) When a representation against adverse remarks communicated is made by the officer reported upon the Government or the authority to whom an appeal would lie against an order of censure on the officer concerned will decide the scope of enquiry to be held on the representation having regard to the reporting officer's remarks and the contentions contained in the representation and take further action indicated below:

(i) If the competent authority feels that there is no sufficient ground for interference, the representation should be rejected and the officer informed accordingly.

(ii) If he, however, feels that the remarks should be toned down, he should make the necessary entry with proper attestation at the appropriate place of the report. Previous entries should not be corrected.

(iii) 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, deserves expunction he should paste over the remark and indicate side by side the reference through which the expunction was ordered and append his full signature with date and designation and the officer informed accordingly.

(iv) The representations or explanations against adverse entries should not be added to the confidential reports. If the representation was well founded, it would have resulted in the competent authority toning down or in rare cases expunging the adverse remarks, if the representation was without substance, it must have been rejected. In either case no useful purpose can possibly be served by adding the representation itself to the confidential report.

(v) The competent authority should take a final decision on the representation of the officer concerned (if made within the prescribed time-limit), within a period of three months from the date of submission of the representation. After a final decision has been taken on the representation of the officer, the competent authority should not entertain any further representation from the officer concerned in regard to the adverse remarks in this confidential reports which were the subject matter of the representation submitted by him. If the officer concerned does not make any representation, or submits a representation after the expiry of the period of six weeks, no action should be taken regarding the expunction or modification of the adverse remarks. The competent authority may if it is satisfied that the officer concerned has sufficient cause for not submitting his representation within the prescribed period, extend the period suitably.

5. Special Reports:- Special Reports may be called for at any time in connection with a particular question or questions with regard to an officer. Such reports should be submitted through the prescribed channels but need not be recorded in the form of annual. Confidential reports and should be confined in detail to the question or questions raised. The immediate superior officer and other reporting officers will indicate in the report the steps taken by them to acquaint themselves with the work of the officer concerned with a view to furnishing the report and should state the period for which they have experience of the work of the officer concerned.

This does not preclude a superior officer from forwarding at any time a report on an officer under him, should he consider that the conduct of an officer makes this action necessary. Such reports should also be submitted through the prescribed channels.

6. Procedure for dealing with representations of officers of All India Services against adverse remarks:- The following is the procedure for dealing with the representation received from officers of All India Services against adverse remarks made in their confidential reports.

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

(ii) The competent authority should take action as indicated in terms (i) to (iv) in note (vii) in instruction 4 Supra.

(iii) The competent authority should, before such action is taken bring it to the notice of the Head of the Department if he himself does not occupy the position.

7. Date of submission of the Confidential Report:- The first reporting officer will forward the report by the 15th April and the intermediate authorities will pass on the report with their remarks to the next higher authority within one week of its receipt by them. These reports should reach the Heads of Departments not later than the 15th May and the Secretariat concerned not later than the end of May every year.

In the case of officers deputed to another department/State Government or on foreign service, the parent department of the Government servant should maintain the confidential reports of such officers and the periodicity of retention of such reports should conform to the periodicity adopted in his parent department. The head of the parent department should obtain their confidential reports, at the beginning of every year, from the borrowing department concerned for further disposal.

8. Disposal:- (i) Confidential Reports on Gazetted Officers should be submitted to the Minister-in-Charge and reports on all I.A.S. and I.P.S. Officers and all other officers holding posts encadred in these services and those of the Heads of Departments should be submitted to the Chief Minister. The Secretary to Government in the department concerned should find out annually from the Minister concerned which personal files, the Minister would like to see and submit only those personal files of Gazetted Officers to the Minister-in-Charge or the Chief Minister, as the case may be. The Secretary may suggest to the Minister-in-Charge that it would do if he see only those personal files of gazetted officers which are maintained in the Secretariat.

(ii) The personal files of Gazetted Officers should be retained at Secretariat level as follows:-

Revenue	Deputy Collectors and above
Health, Housing and Municipal Administration Department.	Civil Surgeons and Assistant Directors of Public Health and above.
Public Works Department	Superintending Engineer and above.
All other Departments	Officers of the District level and above.

In the case of all other Gazetted Officers (i.e. those below the levels mentioned above), the Heads of Departments may be required to furnish personally an annual certificate in writing to the concerned administrative department that the personal files, of which he is the custodian, are complete, inclusive of the report for the last completed year. The Heads of the Departments should also obtain similar certificates from their subordinate officers in regard to personal files of which the latter are the custodians.

(iii) The originals of the confidential reports on those gazetted officers, whose personal files are available with and in the custody of the Secretary to Government in the administrative department concerned should be filed in the Personal Files of the officers concerned and kept in the personal custody of the Secretary. The original confidential reports in respect of Officers whose Personal Files will be with the heads of departments, will be recorded in the Secretariat and retained by the Secretary while duplicate copies of such

reports should be filed in the concerned officers, Personal Files that are kept in the personal custody of the head of the department. The reports on Indian Administrative Service and all other officers holding posts encadred in the I.A.S. the Inspector-General of Police, the Additional Inspector-General of Police, Heads of Departments and such other Officers for whom the General Administration Department is responsible for leave, transfer etc., will be retained in the personal custody of the Chief Secretary who is the custodian of the Personal Files of these officers. The original reports on I.P.S. Officers other than those on the Inspector-General of Police and the Additional Inspector-General of Police and the officers holding posts encadred in the I.P.S. will be recorded in the General Administration Department, while the duplicate copies thereof should be filed in the respective Personal Files which will be kept in the personal custody of the Inspector-General of Police.

9. Register to watch the disposal of reports:- A register as indicated in the Annexure-IV to these instructions will be maintained by all Heads of Departments and Secretaries to Government to which the timely receipt of confidential reports and their final disposal by the prescribed dates.

10. The Departments of Secretariat may issue subsidiary instructions laying down the procedure to be followed for implementing the main orders and principles as stated above.

11. Forwarding of confidential reports on Government Servants to private/Semi-Government/Autonomous bodies etc., Copies of confidential reports on Government servants or even the substance of such reports should not be sent to private bodies, in connection with appointments to posts advertised by them or for other purposes. But if a request is received from a public or semi autonomous body controlled by Government an extract of the reports for the last 5 years may normally be supplied. There may be, however, cases in which it is in Government's own interest that the management of a corporate public enterprise should see the confidential reports in full. In such cases the reports may be shown under the orders of the head of the department or of the Secretary concerned where the reports relate to a Gazetted Officer.

12. The duties of the officers as laid down in the above instructions are indicated in Annexure-V.

ANNEXURE-I

FORM - A

Annual Confidential Report on Gazetted Officers for the year

1. Name of Officer : Date of Birth
2. Appointment held during the year (with date and pay and scale of pay)
3. General qualifications and aptitude for post held including any special or technical and professional attainments.
4. Manner in which the officer discharged his duties during the year i.e., if satisfactory or otherwise (specific instances of unsatisfactory work if adversely commented on to be cited with number and date of orders passed.)
5. Does the officer exhibit -
 - (a) Patience
 - (b) Tact
 - (c) Courtesy
 - (d) Impartiality in his relations with the public and subordinate or superior staff with whom he comes in contact.
6. Is the Officer -
 - (i) Of good character
 - (ii) Of sound constitution
7. Is the Officer -
 - (i) Physically energetic
 - (ii) Mentally alert.
8. Has the Officer -
 - (i) Initiative and drive?
 - (ii) Powers of control?
 - (iii) Powers of application?
9. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service?

10. Is he confirmed, in this post? If not, what is his substantive post.
11. Has he crossed the Efficiency Bar in the present grade? If so, date.
12. Punishments censures or special commendations in the period under report;
13. (a) Date of communication of adverse remarks since last report;

(b) Orders on the representation if any arising from (a) above.
14. General remarks: (Comment generally on the way of the officer has carried out his duties, estimate of his personality, etc.)
15. Reporting Officer

Date:

Signature
Name and Designation
(in block letters)

16. Remarks of the countersigning Officer

Date:

Signature
Name and Designation
(in block letters)

17. Opinion of the Head of the Department (when not reporting Officer) on conduct and efficiency of officer reported on.

Date:

Signature
Name and Designation
(in block letters)
Head of the Department

(Amplified in Memo No.262/66-2, G.A. (Ser. C) Dept., dated 21-4-1966)

ANNEXURE-II

FORM - B

Annual Confidential Report on Non-Gazetted Officers and Ministerial Staff for the year 20.....

Name

Branch

Post held:

Date of (a) Birth

(b) Entry to Government Service:

Present Grade and pay

1. Knowledge of:

(a) Branch or Section;

(b) Department

2. Personality, conduct and character:

3. Power of taking responsibility;

4. Initiative;

5. (a) Judgement, (b) Accuracy;

6. Tact and temper;

7. Power of supervising staff;

8. Zeal and industry;

9. Health;

10. Attendance;

11. Capacity to note and draft;

12. Omitted.

13. Punishments, censures or special commendations in the period under report;

14. Date of communication to the officer of any adverse remarks since last report;

15. Indebtedness (indebted, the extent of personal responsibility for incurring the debts);

16. Is he confirmed in this post? if not, what is his substantive post?
17. Has he crossed the Efficiency Bar in the present grade? if so, date;
18. General remarks (including a statement on discipline, integrity, reliability and any other special qualifications not included above);
19. Reporting Officer :

Date:

Signature
Name and Designation
(in block letters)

20. Remarks of the countersigning Officer:

Date:

Signature
Name and Designation
(in block letters)

21. Opinion of the Head of the Department on the conduct and efficiency of the officer reported on;

Date:

Signature
Name and Designation
(in block letters)
Head of the Department

(Amplified in Memo No.262/66-2, G.A. (Ser. C) Dept., dated 21-4-1966)

ANNEXURE-III

FORM - C

Annual Confidential Report on Gazetted Officers "Technical" (P.W.D.) for the year 20.....

1. Name of officer
Date of Birth
2. Appointment held during the year (with dates) and pay and scale of pay.
3. General qualification and aptitude for post held including any special or technical and professional attainments.
4. Manner in which the officer discharged his duties during the year i.e., if satisfactory or otherwise (specific instances of unsatisfactory work if adversely commented on to be cited with number and date of orders passed).
5. Does the officer exhibit -
 - (a) Patience
 - (b) Tact
 - (c) Courtesy:
 - (d) Impartiality in this relations with the public and subordinate or superior staff with whom he comes in contact.
6. Is the Officer -
 - (i) Of good character and integrity?
 - (ii) Of sound constitution?
7. Is the Officer -
 - (i) Physically energetic?
 - (ii) Mentally alert.?
8. Has the Officer -
 - (i) Initiative and drive?
 - (ii) Powers of control?
 - (iii) Powers of application?

9. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service?
10. Is he confirmed, in this post? If not, what is his substantive post?
11. Has he crossed the Efficiency Bar in the present grade? If so, date.
12. Professional knowledge:
Proficiency in -
 - (i) Designs
 - (ii) Execution
 - (iii) Investigation
 - (iv) Administration
13. Omitted
14. Punishments censures or special commendations in the period under report;
15. Omitted
16. Fitness for declaration of probation (in the case of probationers only).
17. Fitness for continuance in the temporary promotion or appointment under emergency provisions as the case may be (in the case of those appointed or promoted temporarily).
18. (a) Date of communication of adverse remarks since last report;

(b) Orders on the representation if any arising from (a) above.
19. General remarks: (Comment generally on the way of the officer has carried out his duties, estimate of his personality, etc.)

20. Reporting Officer

Date:

Signature
Name and Designation
(in block letters)

21. Remarks of the countersigning Officer, if any

Date:

Signature
Name and Designation
(in block letters)

22. Opinion of the Head of the Department on conduct and efficiency of officer reported on.

Date:

Signature
Name and Designation
(in block letters)

(Amplified in Memo No.262/66-2, G.A. (Ser. C) Dept., dated 21-4-1966)

ANNEXURE - IV

**REGISTER TO WATCH THE RECEIPT AND DISPOSAL OF CONFIDENTIAL
REPORTS.**

(See Instruction 9)

..... Department.

Sl. No.	Name of the Officer	Designation	Due date of receipt	Date when sent to Secretary to Government Minister	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

ANNEXURE - V
REPORTING OFFICER

1. The reports will be made out in the first instance by the immediate Superior Gazetted Officer of the officer reported on (Instruction 1-d).
2. (Note:- The section head in the Office of the Director/District Offices should initiate reports on the ministerial and non-technical staff working under them in the shape of a note which forms the basis of assessment for immediate gazetted officer).
3. The report should be written or typed by the officer himself (Instruction 1-a).
4. The name of the officer should be written in block letters below his signature and his designation should also be indicated (Instruction 1-a).
5. The report should be prepared in duplicate. (Instruction 1-a).
6. C.R. should never be folded (Instruction 1-b).
7. If an officer is transferred during the year, the report should be prepared for the first part of the year and forwarded to the officer to whose charge he has been transferred (Instruction 1-e).
8. If the reporting officer is transferred before July, he need not leave any report on the officers under him. If the reporting officer is transferred after July, he should leave a report on each of the officers under him, to enable his successor to transcribe those remarks into the annual C.R. stating the name of the author (Instruction 1-f).
9. Annual C.Rs. should be forwarded to the Reviewing Officers by the 15th April (Instruction 7).
10. He should not write C.R. on the officers who have worked under him for a period of less than two months. If an officer has worked during a year under different officer for less than 4 months under each officer, the officer under whom he has worked for more than two months will write the report (Memo No.1855/Ser.C/75-1, General Administration (Services-C) Department, dated 23rd August, 1976 and Instruction 1(ff).)
11. If a special report is called for it should be confined in detail to the question or questions raised and submitted through the prescribed channels. The special report need not be recorded in the form of annual confidential reports.
12. He will indicate in the special report the steps taken by him to acquaint himself with the work of the officer concerned with a view to furnishing report and should state the period for which he has experience of the work of the officer concerned (Rule 5).
13. He can write C.R. on an officer under him, at any time should be considered that the conduct of an officer makes this action necessary (Rule 5).
14. The adverse remarks should be supported by specific evidentiary examples or instances as far as possible. (Note iii under Rule 4).
15. The adverse remarks should be clear and unambiguous and be capable of either confirmation or contradiction. [G.O.Ms.No.407, General Administration (Services-C) Department, dated 28th July, 1973].
16. Each officer initiating a C.R.should maintain a Register in his personal custody, page-wise, officer-wise and this Register should contain details of allegations regarding corruption received against the officer in question. These are pocket note-books and maintained only for
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personal information, and they will not be handed over to the successor, (U.O.NoteNo.1532/Ser.C/75-1 dated 23rd October, 1975).

Reviewing Officers

1. If the countersigning officer retires at the time the report is put up he need not offer his remarks but the counter signature will be done by his successor (Rule-1-f).
2. If the countersigning officer retires after June, he may, in his discretion leave a note on officers working under him for addition to the C.R.(Instruction 1-f).
3. If he differs from the reporting officer he should invariably give his reasons to substantiate his remarks (Note 6 under Rule 4).
4. He will pass on the reports to the next higher authority within one week of receipt by him (Rule 7).
5. The report should reach Head of the Department and the Secretariat not later than 15th May and 31st May respectively. (Rule 7).
6. The instructions in item 10 in Annexure V under the heading "Reporting Officer" will equally apply in the case of countersigning officer (Reviewing Officer) also. (Vide Memo No.982/Ser-C/84-1, dated 20th December, 1984).

Custodian Officer

1. A register as indicated below should be maintained to watch the timely receipt of C.Rs. and their final disposal by the prescribed dates. (Instruction 9).

Register to watch the Receipt and disposal of C.Rs.

..... Department

Sl. No.	Name of the Officer	Designation	Due date of receipt	Date when sent to secretary to Government	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

2. Confidential Reports should be written in the following Form:-

- Gazetted Officers .. Form `A'
 - Non-Gazetted Officers .. Form `B'
 - Gazetted Officers who holds
Technical Posts .. Form `C'
- (Instructions 1 -i to iii)

3. Name and designation of officers reported upon must be given in full and exactly as shown in the Civil List or Service Books. (Instruction 1-c).

4. Particulars of officers should be filled in the prescribed form and submitted to Reporting Officer for the period from 1st April of a year to 31st March of succeeding year (Instruction 3). In case of probationers and emergency candidates reports may be written every half year i.e., during April and October each year. (Note under Instruction 3).

5. If a reporting officer is transferred or retired, Confidential Reports forms of all officers who have worked under him for more than three months should be submitted to enable him to write confidential reports. (Rule 1-f).

6. It is desirable to get the confidential reports written by officers before their retirement and the practise of retired officers writing confidential reports should be discouraged. (Memo.No.631/Ser.C/76-1, dated 11th May, 1976).

7. In case of officers deputed to other departments State Government or on foreign service confidential reports should be obtained from the barrowing Department/Authority. (Rule-7).

8. The note written by Section Head in the offices of Directorates or District Offices which forms the basis for assessment by gazetted officers should be preserved in the personal file for a year as an Annexure for reference (Instruction 1-d).

9. Expressions of censure etc, conveyed to an officer will not be recorded in confidential reports but a copy of letter conveying the censure will be attached to the officer's confidential documents.

The following entry may be made in the annual reports.

Censure for

in letter No.

dated (Instruction 2).

10. The adverse remarks should be communicated by an officer immediately above the reporting officer. (Note 1 under instruction 4).

11. The form of communication should be such as not unduly to discourage or embitter an officer (Instruction 4 Note 1).

12. All adverse remarks should be communicated to the officer concerned within six weeks from the date of receipt of confidential reports by the custodian of the personal file. (Instruction 4.11 and with Memo, No.2662/Ser./C/76-1, dated 28th December, 1976).

13. The confidential reports or its substance or its copies should not be sent to private bodies. (Instruction 11).

14. If a request is received from the public or semi-autonomous body controlled by Government an extract of the reports for the last 5 years may normally be supplied. (Instruction 11).

15. There may be, however, cases in which it is in Government's own interest that the management of a corporate public enterprise should see these personal reports in full. In such cases the reports may be shown under the orders of the Head of the Department or of the Secretary concerned where the reports relates to a Gazetted Officer (Instruction 11).

16. Where adverse remarks expunged, the remarks should be pasted over, indicating side by side the reference through which expunction was ordered and signed by competent authority at the appropriate place indicating the date and designation. (Instruction 4-VII item iii).

17. In the case of Gazetted Officers, reports will be prepared in duplicate, one copy of which will be retained by the Head of Department and the other by Secretary to Government. (Instruction I-a).

Chief Secretary

1. In case Head of the Department is an I.A.S. and senior to Secretary concerned the Chief Secretary will be the reporting officer. (Note under Rule 1-d).

2. Adverse remarks against the Head of the Department should be communicated by Chief Secretary. (Note 1 under rule 4).

3. In April and when Minister is about to relinquish charge of his office, he should be requested by Chief Secretary to record his remarks on Secretary, Special Secretary, Additional Secretary, Joint Secretary, who have worked under him, if he so wishes. (Rule 1-g).

4. When Secretary, Special Secretary, Additional Secretary, Joint Secretary vacates his office, the Minister may be requested to record such remarks if he so wishes. (Rule 1).

Secretary

1. He will be reporting officer for Heads of Departments (Rule 1-d), except when Head of the Department is an I.A.S. and senior to him. (Rule 1-d).

2. He should find out from the Minister annually which files of gazetted officers he would like to see. He may suggest to the Minister to see only those confidential reports which are being maintained in Secretariat, Confidential reports of gazetted officers which Ministers like to see may be submitted to Minister (Rule 8).

3. Confidential reports of I.A.S./I.P.S. Heads of Departments may be submitted to Chief Minister, (Rule 8-i).

4. The originals of the confidential reports on those gazetted officers whose personal files are in custody of Secretary should be filed in the personal file of the officers concerned, and kept in the personal custody of the Secretary, (Rule 8-iii).

5. The originals of the confidential reports in respect of gazetted officers whose personal files are in the custody of the Heads of Departments will be recorded in the Secretariat and retained by Secretary. While duplicate copies of such reports should be filed in the concerned officer's personal files that are kept in the custody of Head of the Department. (Rule 8-iii and Instruction 1-a).

Procedure for dealing with representations against adverse remarks

The Officer reported against may represent against the adverse remarks communicated to him within six weeks from the date of receipt of adverse remarks. [Rule 4 (iv)] .

After his representation is finally disposed no further representation will be entertained. (Memo No.2662/Ser.C/76-1, dated 28th December, 1976.)

Disposal of Representations

1. The authority to whom an appeal would lie against an order of censure is the competent authority. (Rule 4-iv).

2. The competent authority will decide scope of enquiry to be held on the representations having regard to the reporting officer's remarks and the contentions contained in the representation and take further action as indicated below. (Rule 4-vii).

3. If there is no sufficient ground for interference, the representation should be rejected and the officer informed accordingly. [Rule 4-vii (i)].

4. If he feels that the remarks should be toned down, he should make necessary entry with proper attestation at the appropriate place of the report Previous entries should not be corrected. [Rule 4-vii (ii)].

5. If the competent authority comes to the conclusion that the adverse remarks were inspired by malice or was entirely incorrect or unfounded and deserve expunction he should paste over the remarks and indicate side by side the reference through which the expunction was ordered and appended his full signature with date and designation and the **officer** informed accordingly. (Rule 4-vii)

6. The representation should not be added to the confidential report. [Rule 4 vii(iii)]

7. The competent authority may, if the officer concerned, has sufficient cause for not submitting his representation within six weeks, extend the period suitably. (Memo No.2662/Ser.C/76-1, dated 28th December, 1976).

8. The competent authority should take a final decision within a period of 3 months from the date of submission of representation. (Memo No.2662/Ser.C/76-1, dated 28th December, 1976).

9. After final decision has been taken on the representation no further representations should be entertained. (Memo. No.2662/Ser.C/76-1, dt. 28.12.1976).

Procedure for dealing with Representations of Officers of All-India Services against adverse remarks.

1. The representation should be examined by an officer superior to the Reviewing Officer in consultation, if necessary, with the reporting and reviewing officer. The superior officer referred to shall be regarded as the competent authority to deal with such representations. (Rule 6-i).

2. The competent authority should take action as indicated in items 1 to 7 (Rule 6-ii).

3. The competent authority should, before such action is taken, bring it the notice of the Head of the Department if he himself does not occupy the position. (Rule 6-iii).

(C.R. Confidential Report)

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

**PUBLIC SERVICES - MAINTENANCE OF PERSONAL FILES IN DUPLICATE –
INSTRUCTIONS - ISSUED**

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.1269

Dated 27th December, 1971

Read the following:-

G.O.Ms.No.1385, G.A. (Services-C), dated 31st October, 1961.

ORDER:

At present only one copy of personal files of Officers is maintained; there is no duplicate maintained with the result that when the Personal File of an officer is sent to a recruiting authority such as the Public Service Commission or Government of India, it takes a long time for the personal file to return to the custodian, in the meantime if an officer has to be considered for selection for a different post by another authority it becomes impossible for the authority to do so in the absence of the personal file of the officer. Also, if the personal file of an officer is misplaced or lost, it **oecomes** impossible to re-construct it.

2. The Government, therefore, direct that hereafter the personal files of employees be maintained in duplicate by the competent authorities.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V.K.RAO,
Chief Secretary to Government

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

Memo.No.2049/Ser-C/77-1,

Dated 29th December, 1977

Sub: Public Services-Personal Files-Prompt communication of adverse remarks-Further instructions-Issued.

- Ref: 1. G.O.Ms.No.1385, G.A. (Ser-C) Department, dated 31-10-1961.
2. Memo.No.512/Ser.C/69-1, G.A.(Ser.C) Dept., dated 12-3-1969.
3. Memo.No.1647/Ser.C/72-1, dated 29-9-1977.
4. Memo.No.2662/Ser.C/76-1, G.A.(Ser.C) Dept., dated 28-12-1976..
5. Letter No.1306/AR&T-1/77-1, G.A.(AT&T-I) Dept., dated 28-6-1977.
6. Government Circular Memo No.1581/AR&T-1/ 77-2, dated 23-11-1977.

Instructions were issued from time to time regarding the need for communication of the adverse remarks to the Government servants concerned promptly. In the Memo 3rd cited, instructions were issued that the adverse remarks should be communicated to the employees concerned urgently and in any case within a period of 3 months at the latest from the date of the receipt of the report by the Custodian of the Personal File. The Heads of Departments and other Officers were requested to ensure that the instructions in the Memo are strictly complied with by the Custodian of the Personal Files and where the Custodians of Personal Files failed to act upon the instructions, disciplinary action should be initiated against them for the lapse on their part. According to the instructions issued in the Memo. 4th cited, the adverse remarks should be communicated to the concerned officer within 6 weeks from the date of receipt of the confidential report by the custodian of the personal Files. The Proforma of the registers to watch the receipt and disposal of the confidential reports and the index to be prepared and placed at the beginning of each personal File were furnished to the Departments of Secretariat and the Heads of Departments with the letter 5th cited and the Memo 6th cited.

2. The Andhra Pradesh Administrative Tribunal had occasion to observe that in several cases the adverse remarks, in spite of the specific directions issued by the Government are not communicated to the Government servants concerned for years together, as a result of which considerable difficulty is experienced while deciding their cases and it is quite possible that at times, Government servants who deserve to be retired in the public interest, succeed in challenging the orders requiring them to retire prematurely in the public interest, because of carelessness on the part of the authorities in not following the instructions regarding communication of adverse remarks to the Government servants concerned. Further, the Government servants are also put to great hard-ship when they are prematurely retired on the basis of the adverse remarks which have never been communicated to them. The Andhra Pradesh Administrative Tribunal has, therefore, observed that is absolutely necessary for the Government to bring the above consequences of non-communication of adverse remarks to all Heads of Departments and other officers and to take firm steps to ensure that the instructions issued by Government are scrupulously carried out.

3. In view of the above observations of the Andhra Pradesh Administrative Tribunal, the attention of all the Heads of Departments, the Departments of Secretariat and other

Officers is invited to the instructions issued from time to time in the matter. It is once again emphasized that the adverse remarks should be communicated to the Government servants concerned promptly and any lapse on the part of the officers in communicating the adverse remarks will be viewed seriously. All the Heads of Departments, the Departments of Secretariat and other officers are requested to follow the above instructions scrupulously. They are also informed that adverse remarks not communicated should not be taken into account against the Government servant concerned.

4. The Inspecting officers should make it a point to verify some of the Personal Files to find out whether adverse remarks were communicated.

JAINDER SINGH,
Deputy Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

**PUBLIC SERVICES-PERSONAL FILES-MAINTENANCE AND SCRUTINY-
REPORT OF THE COMMITTEE-INSTRUCTIONS-ISSUED.**

GENERAL ADMINISTRATIVE (SERVICE-C) DEPARTMENT

G.O.Ms.No.489

Dated the 24th July, 1980

Read the following:-

G.O.Ms.No.1385, G.A. (Services-C), Department, dated 31st October, 1961.

ORDER:

Consolidated instructions regarding maintenance and scrutiny of personal files, were issued in the G.O. cited and they were amended from time to time. Service Associations made several representations for the abolition of the system of confidential Reports and introduction of open file system. In pursuance of the statement made by Chief Minister on the floor of the Assembly on 16-3-79, a committee under the Chairmanship of Sri T.L.Sankar, I.A.S., Secretary to Government, Industries and Commerce Department was constituted to study the present system of personal files and suggest a more rational and objective system.

2. The committee has since submitted its report after due consideration and discussions with the service Associations. The main features of the report of the committee are as follows.

- (1) Abolition of the Confidential Report system for categories of employees who are not governed by the principle of promotion by the selection method and introduction of a simple record sheet for these officers.
- (2) Introduction of a revised Annual Performance Review procedure which should be initiated by a Self-Appraisal Report by the Officer reported upon and a performance review by the Reporting Officer and open for perusal by the employees.
- (3) Introducing a system of merit rating in the assessment format so as to reduce the subjectiveness in reporting.
- (4) Laying down procedures of using Annual Performance review for assessing relative merit of officers during selections and promotions.

RECORD SHEET:- For all employees who are not eligible for consideration for appointment/promotion to higher posts on a selection basis and whose appointment/promotion can be only to a non-selection post, personal files need not be mentioned.

For each such employee, for whom a Personal File is not maintained a Record Sheet may be maintained in the form in Annexure I, indicating the punishments if any, meted out, letters of appreciation/commendations issued etc., based on orders issued.

Open Personal File System:- The Committee recommended the open personal file system which might be called hereafter Annual Performance Report Both the Reporting Officer and the officer reported upon should have frank discussions while the Annual

Performance Report is drawn up and only where the reporting officer could justify his remarks with reference to specific instances would adverse entries get recorded.

Under this system the employees should be given an opportunity to give in writing brief resume of the work done by him including special contribution/achievements, if any, during the year in the form in Annexure II. This is known as Self Assessment Report. The committee recommended that guidelines may be issued by the different departments indicating the items of work or areas of interest on which the self assessment report might be written.

The Annual Performance Report will first be written by reporting officer in the form in Annexure III/IV/V of the Report based up the self assessment report and would be submitted to the reviewing officer. After the reviewing officer has seen and recorded his views the report should be shown to the officer reported upon. The signature of the concerned employee should be taken on the report in token of having seen it so that he could have a complete picture of the assessment of his work. The affected officer would have the right, as existing now, to appeal for expunging or modifying any adverse remarks.

Merit Rating:- The committee has designed new pro-forma for the Annual Performance Reports relating to Non-Gazetted Officers, Gazetted Officers (Non-Technical) and Gazetted Officers (Technical) in which the reporting officer should grade the performance on each item as per a uniform standard gradation. The rating may be classified as "Outstanding", "Very Good", "Average", "Below Average".

Utilization of Annual performance Report:- The Committee has also suggested that :

(1) The names of the candidates in the feeder cadre up to 5 times the number to be selected should be considered.

(2) Reports for the last five years be taken into consideration while preparing the panel for promotion.

(3) In preparing the panel, all the outstanding persons would come at the top followed by those graded as "Very Good" and the "Average".

The matter was considered in the Secretaries meeting held on 16-4-80 and the following recommendations were made.

"After discussion, it was agreed to accept to Report and obtain Government orders to try the new system of reporting on the Annual Performance of the Government Servants recommended by the committee for a few years on experimental basis, subject to the following:

(a) That the grading "Average" intended to convey just adequate performance may be replaced by the term "Satisfactory" as the word "Average" has been connoting all along more or less unsatisfactory performance. Therefore attributing a different meaning to it now may lead to avoidable confusion.

(b) The provision suggested under the new system for appeal by the affected officer may be restricted only to the cases where the affected officer is given the grading of "Below Average".

The Government have considered the matter carefully and decided to accept the report of the committee and recommendation of the Secretaries meeting mentioned above and to try the new system for a period of two years.

5. The Government direct that:-

(1) The system of personal files by abolished in respect of employees who are not governed by the principle of promotion by selection on grounds of merit and ability. A simple record sheet, shall however be maintained for these employees.

(2) The system of personal files for the categories of employees who are governed by the principle of promotion by selection method on grounds of merit and ability shall be revised and Annual Performance Review procedure shall be adopted as recommended by the Committee. The reports under this system shall also be maintained for employees who are eligible for promotion to non-selection posts and also for appointment by transfer to selection posts.

(3) The performance of the employees shall be assessed and graded as 'Outstanding', 'Very Good', 'Satisfactory' and 'Below Average' in the Annual Performance Reports.

(4) Under the new system there should normally be one Reporting Officer and one Reviewing Officer.

(5) While preparing panel for promotion/recruitment by transfer, the names of the candidates in the feeder cadre up to five times the number to be selected should be considered and the reports for the last five years should be taken into consideration for preparing the panel. In the panel, all persons graded as outstanding should come at the top followed by those graded as very good and satisfactory.

(6) The system of maintenance of Annual Performance Reports shall be for reports from Ist April, 1980 on words. The orders in the G.O. cited deemed to have been modified to the above extent.

(7) The Departments of Secretariat are requested to issue guidelines the items of work or areas of interest on which the self assessment report written. They are also requested to nominate Reporting and Reviewing for various categories of employees under their administrative control.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**S.R. RAMAMURTHY
CHIEF SECRETARY TO GOVERNMENT**

ANNEXURE - I

**FORM OF RECORD SHEET TO ALL NON-GAZETTED GOVERNMENT
EMPLOYEES ELIGIBLE FOR APPOINTMENT TO NON-SELECTION POSTS**

Department/Office

Report for the year/period

1. Name of the Official in Block Letters ...
2. Date of Birth
3. Date of appointment to the present grade
4. Present post and date of appointment thereto
5. Punishments imposed/recorded warnings issued, if any, during the period under report- vide G.O./Letter/Memo No. Dated (reasons for such punishments/Warnings etc.)
6. Letters of appreciation or any other form of award given for good work done- vide G.O./Letter/Memo No. and date.

Signature of the Reporting Officer

Name in Block Letters

Designation

Date

ANNEXURE - II

Department/Office

Report for the year/period from to

Part-I (To be filled by the employee reported upon)

- 1. Name :
- 2. Father's/Husband's Name :
- 3. Designation :
- 4. Date of Birth :
- 5. Date of :
 - (a) Appointment to Government Service :
 - (b) Continuous appointment to present position :
- 6. Educational Qualifications :
- 7. Post held during the period under report :

Department	Designation	Period
(1)	(2)	(3)

8. Present pay and scale :

9. Additional Educational Qualifications, Training etc. if any received during the period under report. :

10. Brief Resume of the work done by the Officer/Official during the year/period under report not exceeding one page (foolscape) should be brief and refer to important matters only. To be filled by the official reported upon.

Nature of work prescribed

Performance during the year including special contribution made special achievements if any.

Signature of the Official who has done the self appraisal.

11. Date of Submission to the immediate Officer

Part II (to be filled by the reporting officer)

12. Do you agree with the resume of the work done as reported by the official in Part-I and in particular regarding the special achievement? If any? If not, indicate the reasons for disagreeing with it and the extent of your disagreement or give your appraisal of the performance of the official reported.

Signature of the Reporting Officer

Name in Block Letters

Designation

Date

13. Remarks of the Reviewing Officer

Countersigned

Name of Countersigning Officer

(in Block letters)

Designation

Date

14. Seen the above remarks of the reporting and Reviewing Officer

Signature of the employee who has done own performance appraisal.

ANNEXURE - III

GOVERNMENT OF ANDHRA PRADESH

ANNUAL PERFORMANCE REPORT ON GAZETTED OFFICERS FOR THE YEAR

FROM TO

1. Name of Officer

2. (a) Appointment held during the year
(with dates and pay and scales of Pay)

(b) Date of Birth

3. General Qualifications and aptitude for post held including any special or technical and professional attainments.

4. Does the Officer Exhibit	Out Standing	Very Good	Satis- factory	Below Average
(a) Capacity for hard work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Tact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Courtesy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Impartiality in this relations with the public and subordinates or superior staff with whom he comes in contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Officer of Good character and Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the Officer				
(i) Physically energetic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Mentally alert?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the Officer				
(i) Initiative and drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Powers of Control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Powers of Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Capacity for Organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(v) Capacity to take quick and sound decisions.

8. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service?

9. Punishments or special commendations in the period under report.

10. General Remarks :

(On a total assessment how would you classify the Officer):

11. Reporting Officer

Signature

Name and Designation

(in Block Letters)

Date:

12. Remarks of the Reviewing Officer

(a) I endorse the above remarks

(b) I generally agree with the above views subject to the following observations.

.....

(c) I do not agree with the remarks in

.....

(Note: Tick one of the above applicable and strike the rest)

Signature

Name and Designation

(in Block Letters)

13. Remarks of the Officer reported upon

(a) I have noted the above remarks

(b) I have a representation to make against the remarks in columns.

.....

Signature of the Officer
reported upon
(Name in Block Letters)

Date:

ANNEXURE - IV

**ANNUAL PERFORMANCE REPORT ON NON-GAZETTED OFFICERS AND
MINISTERIAL STAFF FOR THE YEAR**

Name

Post held

Date of (a) Birth

(b) Entry to Government
Service

Present Grade and Pay

	Out Standing	Very Good	Satis- factory	Below Average
1. Knowledge of				
(a) Branch or section	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Department	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. (a) Personality	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Conduct and character	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Power of taking responsibility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Initiative				
5. (i) Judgement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	High	Very Good	Accepta- ble	Below Average
(ii) Accuracy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Out Standing	Very Good	Satis- factory	Below Average
6. Capacity to note and draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	High	Very Good	Accepta- ble	Below Average
7. Social Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Relationship with his Subordinates, Colleagues and Superior Officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) With General Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Power of Supervising staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Zeal and Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Punishments or Special Commendations in the period under report.				
12. Date of Communication to the Officer of any adverse remarks since last report.				
13. Indebtness (If indebted the extent of personal responsibility for incurring the debts)				
14. General Remarks				
(on a total assessment how would you classify the officer)				
15. Reporting Officer				

Signature
Name and Designation
(in Block Letters)

16. Remarks of Reviewing Officer

(a) I endorse the above remarks

(b) I generally agree with the above views subject to the following observations.

.....

(c) I do not agree with the above remarks in Columns

(Note: Tick one of the above three items which is applicable and strike the rest)

Signature

Name and Designation

(in Block Letters)

17. Remarks of the Officer reported upon

(a) I have noted the above remarks

(b) I have a representation to make against the remarks in columns.

.....

(Note: Tick one of the two items and strike the other)

Signature of the Officer

Reported upon

Name (in Block Letters)

ANNEXURE - V

**ANNUAL PERFORMANCE REPORT ON GAZETTED OFFICERS "TECHNICAL"
(P.W.D.) FOR THE YEAR 19.....**

1. (a) Name of the Officer

(b) Date of Birth

2. Appointment held during the year
(with dates) and pay and scale of pay

3. General qualifications and aptitude
for post held including any special or
technical and professional attainments.

4. Does the Officer Exhibit	Out Standing	Very Good	Satis- factory	Below Average
(a) Capacity for hard work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Tact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Courtesy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Impartiality in this relations with the public and subordinate or superior staff with whom he comes in contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Officer of Good character and Integrity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the Officer				
(i) Physically energetic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Mentally alert?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the Officer				
(i) Initiative and drive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Powers of Control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Powers of Application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Capacity for Organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Out Standing	Very Good	Satis-factory	Below Average
(v) Capacity to take up quick and sound decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service?

9. Professional Knowledge:	Out Standing	Very Good	Satis-factory	Below Average
----------------------------	--------------	-----------	---------------	---------------

Proficiency in

(i) Designs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Execution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Punishments or Special Commendations in the period under report.

11. Fitness for declaration of probation (in the case of probationers only)

12. Fitness for continuance in the temporary promotion or appointment under emergency provisions as the case may be (in the case of those appointed or promoted temporarily)

13. (a) Date of Communication of adverse remarks since last report.

(b) Orders on the representation/if any arising from (a) above.

14. General Remarks

(on a total assessment, how would you classify the officer)

15. Reporting Officer

Signature
Name and Designation
(in Block Letters)

Date:

16. Remarks of the Reviewing Officer, if any

(a) I endorse the above remarks

(b) I generally agree with the above views subject to the following observations.

.....

(c) I do not agree with the remarks in

.....

(Note: Tick one of the above which is applicable and strike the rest)

Signature
Name and Designation
(in Block Letters)

17. Remarks of the Officer reported upon

(a) I have noted the above remarks

(b) I have a representation to make against the remarks in columns.

.....

(Note: Tick one of the two items and strike the other)

Signature of the Officer
reported upon
(Name in Block Letters)

Date:

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

Memo.No.982/Ser.C/84-1,

Dated:20-12-1984

Sub:- Public Services - Confidential Reports maintenance of clarification - Reg.

Ref:-1. G.O.Ms.No.1385, General Admn. (Ser.C) Dept., dt.31-10-1961.

2. Memo No.1855/Ser.C/75-1, Genl.Admn. (Ser.C) Dept., dt.23-8-1978.

* * *

Instructions were, inter-alia, issued in the Memo cited-read with item 10 in Annexure-V under the heading "Reporting Officer" in the G.O. first cited that if an officer has worked during a year under different officers for less than 4 months under each officer or officers under whom he worked for more than 2 months, will write the report.

2. A doubt has arisen whether instructions in the Memo cited-relating to the eligibility of the Reporting Officer to write confidential reports will be applicable to the counter-signing officer also.

3. The matter has been examined and it is hereby clarified that the above instructions will apply to the confidential reports to be counter-signed by the counter-signing officer also.

4. The Heads of Departments etc. are requested to communicate the above instructions to the officers under their administrative control for compliance.

SHRAVAN KUMAR
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - Personal Files - Abolition of personal files for employees to be appointed against non-selection posts - Orders - Issued.

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.82

Dated the 21st February, 1985

Read the following:-

1. G.O.Ms.No.1385, G.A. (Ser.C) Dept., dt.31-1-1961
2. G.O.Ms.No.489, G.A. (Ser.C) Dept., dt.24-7-1980
3. G.O.Ms.No.786, G.A. (Ser.C) Dept., dt.23-12-1980
4. Govt. Memo. No.110/Ser-C/81-G.A. (Ser.C) Dept., dt.17-2-1981
5. G.O.Ms.No.21, G.A. (Ser.C) Dept., dt.16-1-1982
6. Representation of Action Committee of Employees and workers, dated Nil.

ORDER:-

In the Government order first cited, consolidated instructions were issued regarding maintenance and scrutiny of personal files pertaining to Government Employees. Subsequently, at the instance of "Services Associations" the entire matter relating to the system of personal files was reviewed, and keeping in view the recommendations of committee constituted under the chairmanship of Sri T.L. Sankar, I.A.S., a new system has been introduced through the G.O. second cited. Even the new system of personal files was not to the satisfaction of the Services Associations. As such, this new system of confidential Reports was also kept in abeyance through the G.O. third cited and old system, pending evolution of improved system of personal files, was ordered to be continued vide Government Memo fourth cited.

2. Pending a final decision in the matter orders were issued in G.O. 5th cited to the effect that the personal files in the existing system might be abolished in respect of the employees who are not governed by the principle of promotion by selection on grounds of merit and ability to the next higher post and in its place a simple record sheet should be maintained as per the instructions contained in G.O.Ms.No.489, G.A., dt.24-7-1980 where, however, employees are eligible according to rules for promotion to non-selection posts and at the same time for recruitment by transfer to selection posts for purpose of appointment by transfer to selection posts, the confidential form would be continued to be maintained.

3. The "Services Associations" not satisfied with the above orders, continued to represent time and again in the Andhra Pradesh Civil Services Joint Staff Council meetings and elsewhere that the system of personal files in respect of non-gazetted officers be abolished. They have also pointed out that the Government of Tamil Nadu have abolished the system of maintaining personal files in the respect of non-gazetted officers.

4. In the Government of Tamil Nadu personal files for all categories of non-gazetted employees except those non-gazetted categories which form feeder posts to Gazetted posts have been abolished. The question of abolition of personal files was discussed by the Chief Secretary to Government on 20-2-1985 with the representatives of the Action Committee of

Employees and Workers (A.C.E.W.). In the meeting it was agreed that the system of maintenance of personal files for all categories which form feeder posts of gazetted posts will be abolished with immediate effect.

5. The Government, after careful consideration of the matter have decided to abolish with immediate effect, the system of personal files in so far as it relates to the categories of non-gazetted employees except those non-gazetted categories which form feeder posts to gazetted posts. The instructions issued in the G.O. first cited will continue to be in operation in respect of gazetted posts as also to the non-gazetted posts which are provided as feeder categories for appointment to gazetted posts.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**SHRAVAN KUMAR
CHIEF SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH

SATHI NAIR, I.A.S.,
Secretary to Government (Services)

Hyderabad
Dt.22-8-1985

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT
D.O.Lr.No.228/Ser.C/85-8

Dear

Sub:- Confidential Reports - Prescription of revised formats - Consideration by the Sub-Committee of Secretaries to Government - Certain information - Called for.

Ref:- Government Memo No.228/Ser.C/85-7, dated 13-8-85.

* * *

The Committee constituted in G.O.Rt.No.1892, General Administration (Services-C) Department, dated 17-4-1985, at its meeting held on 9-8-1985, discussed in detail, the matter relating to prescription of revised formats for writing confidential reports for Gazetted Officers and Non-gazetted categories which are feeder categories to Gazetted posts. The Committee considered that different formats for writing Confidential Reports should be designed keeping in view the duties attached to different posts. The Committee considered that the work attended to by different employees in the Government could be broadly categorised into the following 3 categories.

1. Officers incharge of the work which is mainly of developmental nature,
2. Officers incharge of mainly regulatory or Administrative work and
3. Officers incharge of mainly technical nature of work.

The above 3 categories could be further devided into:

1. Officers who actually does the work; and
2. Officers who mainly supervise and co-ordinates the work.

The Committee desires that in respect of all the posts in your Department, they should be classified and fitted against any of the five categories above. I, therefore, request you to classify all the posts in your department for which Confidential Reports have to be maintained into any of the five categories mentioned above depending on the work attached to each post.

The Committee also considered that a provision should be made in the Confidential Reports to specify 4 or 5 basic tasks in respect of each post and make a provision for assessing the performance with reference to the basic tasks. I, therefore, request you to indicate 4 or 5 basic tasks in respect of each post for which Confidential Reports have to be maintained, keeping in view the job chart prescribed for the post. I am also to request you to furnish separately job charts in respect of all posts for which Confidential Reports have to be maintained as already requested in the reference cited.

While classifying the posts into the five different categories mentioned above it may be necessary to examine with reference to each post and not with reference to a category of posts:- For example: The duties performed by a Deputy Collector as an R.D.O. or Land Acquisition Deputy Collector or Excise Superintendent are different and therefore, it may be necessary to classify them into different categories based on the actual work done by them.

Similarly even for the prescription in the basic tasks care may be taken to prescribe basic tasks with reference to each post instead of a category of posts.

I request you to bestow your personal attention in this regard and send the information before 31st August, 1985. I would be convening a meeting with each Head of the Department for discussions on this issue with reference to the particulars furnished. The date and time of the meeting will be intimated separately.

With regards,

Yours sincerely,
Sd/-
(SATHI NAIR)

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT**

Memo No.1387/Ser.C/85-1,

Dt.27-12-1985

Sub:- Public Services - Confidential Reports - Maintenance of - Certain instructions - Issued.

Ref:- 1. G.O.Ms.No.1385, G.A.. (Ser.C) Dept., dated 31-10-81.
2. G.O.Ms.No.187, G.A.. (Ser.D) Dept., dated 25-4-85.

* * *

In order to secure maximum degree of objectivity in the appraisal of merit and ability of Government employees for selection to various posts and also to ensure certain minimum level of uniformity in terms of procedures and principles, orders were issued in the G.O. second cited, prescribing certain guidelines to be adopted by the Departmental promotion Committees. According to para 12 of the said G.O., the Members of the Departmental Promotion Committees should go through the Confidential reports of the candidates who come within the zone of consideration and after arriving at a consensus, grade the officers into four categories, i.e., outstanding/Good/Satisfactory/Unfit.

2. During some of the meetings of Departmental Promotion Committees held recently, it was observed that the Personal Files (Confidential Reports) of certain gazetted officers were, not written precisely in appropriate terms as per the guidelines contained in the said G.O. by the reporting officers, and yet the countersigning authorities have endorsed such remarks. It was also noticed that most of the reports perused had remarks which were vague, unintelligible and not to the point.

3. All Departments of Secretariat/all Heads of Departments are, therefore requested to issue necessary instructions to the reporting officers/countersigning authorities to write the personal files (Confidential Reports) clearly keeping in view the guidelines contained in para 12 of the above G.O.

4. The receipt of the Memo may be acknowledged.

**SATHI NAIR
SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

U.O.Note No.824/Ser.C/86-5,

Dt.6-1-1987

Sub:- Maintenance of Official Secrecy - Leakage of information - certain preventive measures - Reg.

Ref:- 1. U.O.Note No.1845/Ser.C/75-1, G.A.. (Ser.C) Dept., dated 3-2-76.
2. G.O.Ms.No.65, G.A..(AR&T/Desk) Dept., dated 6-2-86.

* * *

In the U.O.Note first cited, instructions were issued in regard to the measures to be taken to safeguard official secrecy. The matter relating to maintenance of secrecy was again discussed in the meeting of secretaries to Government held on 24-1-1986 and it has been recommended among other things, that the procedure for classifying the files as "Secret" and "Confidential" shall be reviewed and if any changes are required, the instructions shall be modified so that only absolutely confidential files shall be treated as strictly confidential.

2. The above recommendation has been examined with reference to the provisions contained in chapter X of the Secretariat Office Manual and also the views expressed by the Secretaries to Government in classifying the files/communications as Secret and confidential. The Government direct that the following illustrations/examples may be kept in view for the purpose of classification of matters as Secret and confidential.

1. Secret :-

- (i) V.V.I.P. Visits.
- (ii) Intelligence reports on the activities of various groups of people including services, trade unions, students etc.,
- (iii) Magisterial enquiry reports and other official enquiry reports which are meant for information of the Government on issues of sensitive nature.
- (iv) The references and reports received from A.C.B. and T.D.P.
- (v) Papers relating to verification of character and antecedent reports of the candidates selected for public services.
- (vi) Quotations received against tenders etc., and the black listing of contractors and firms.

2. Confidential :-

- (i) Matters relating to disciplinary and departmental proceeding including appeals against the orders in disciplinary cases.
- (ii) Transfers and postings of officers till the orders are issued.
- (iii) Personal files of Gazetted Officers.
- (iv) Proceedings relating to meeting of D.P.C. and preparation of panels etc.,
- (v) Matters relating to taxation and excise duty, auctions etc.

3. All the Departments of Secretariat are therefore, requested to keep in view the above illustrations for the purpose of classifying the files as "Secret" and "Confidential" and also to follow the Box system to safeguard official secrecy.

4. The General Administration (I.C.) Department are requested to incorporate the above illustrations under the relevant heads in chapter X of Secretariat Office Manual that is being revised.

SATHI NAIR
SECRETARY TO GOVERNMENT

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT**

Memo No.50/Ser.C/87-1,

Dt.12-2-1987

Sub:- Public Services - Personal files - Prompt Communication of adverse remarks -
Further Instructions - Issued.

- Ref:-
- 1.G.O.Ms.No.1385, G.A.(Ser.C) Dept., dated 31-10-61.
 2. Memo.No.3232/ Ser.C/64-2, Genl. Admn.Dept., dated 23-11-64.
 3. Memo.No.512/ Ser.C/69-1, Genl. Admn.Dept., dated 12-3-69.
 4. G.O.Ms.No.1269, Genl. Admn.(Ser.C) Dept., dated 27-12-71.
 5. Memo.No.1647/ Ser.C/72-1, Genl. Admn.Dept., dated 29-9-72.
 6. Memo.No.2662/ Ser.C/76-1, Genl. Admn.Dept., dated 28-12-76.
 7. Memo.No.2509/ Ser.C/77-1, Genl. Admn.Dept., dated 24-12-77.
 8. Memo.No.2049/ Ser.C/77-1, Genl. Admn.Dept., dated 29-12-77.

* * *

Detailed instructions have been issued in the G.O. Ist cited regarding preparation of Annual Confidential Reports and maintenance of Personal Files. Instruction 7 thereof (Extracted in Annexure-A) prescribes a definite time schedule for preparation of the Annual confidential Reports. While Instruction 8(ii) read with the Memo 7th cited envisages furnishing/obtaining Annual certificates, instruction 9 requires that a register be maintained to watch the timely receipt of confidential reports and their final disposal (Instruction extracted in Annexure-B), Instruction 4 (Extracted in Annexure-C) lays down the procedure to be followed in respect of unfavourable/adverse remarks in the Annual Confidential Report. That apart, it has been made clear in the Memoranda 2nd, 3rd, 5th, 6th and 8th cited that adverse remarks not communicated to the affected employee within the prescribed time limit cannot be taken into account while considering him for promotion etc.

2. It has come to notice that in spite of availability of clear cut instructions on the subject, as stated above neither the time schedule prescribed for the preparation of Annual Confidential Reports is strictly adhered to nor are the adverse remarks communicated to the concerned within the prescribed time limit in many cases. This results in upsetting the programme of selections by the D.P.Cs. Further, as the adverse remarks not communicated cannot be taken into consideration, the employees with adverse remarks are not only escaping the consequence thereof but at times have to be considered for promotions *etc.*, depriving those with clean record of their legitimate chances.

3. The matter has since been reviewed by the Chief Secretary and it is decided that adherence to the instructions on preparation of Annual Confidential Reports and communication of adverse remarks should be ensured. It is also decided that any lapse either in the matter of adherence to the time schedule for preparation of Annual Confidential Reports or communication of adverse remarks should be viewed seriously and that while the officers responsible may let off with a warning for the first default of the kind suitable disciplinary action should promptly be taken against them for recurrence of such lapses on their part. All inspecting officers should review this item of work thoroughly in the course of their inspection and record their specific remarks.

4. All the Departments of Secretariat and Heads of Departments are requested to keep in view the above instructions and bring them to the notice of all the concerned officers for strict compliance.

5. The receipt of this Memo may be acknowledge.

SATHI NAIR
SECRETARY TO GOVERNMENT

ANNEXURE-A

Extract of Instruction 7 of the Consolidated Instructions regarding Maintenance and Scrutiny of Personal Files

7. Date of submission of the Confidential Report:-

The first reporting officer will forward the report by the 15th April and the intermediate authorities will pass on the report with their remarks to the next higher authority within one week of its receipt by them. These reports should reach the Heads of Departments not later than the 15th May and the Secretariat concerned not later than the end of May every year.

In the case of officers deputed to another department/State Government or on foreign service, the parent department of the Government servant should maintain the confidential reports of such officers and the periodicity of retention of such reports should confirm to the periodicity adopted in his parent department. The head of the parent department should obtain their confidential reports, at the beginning of every year, from the borrowing department concerned for further disposal.

ANNEXURE-B

Extract of Instructions 8(ii) and 9 of the Consolidated Instructions regarding Maintenance and Scrutiny of Personal Files

8.(ii) The Personal Files of Gazetted Officers should be retained at Secretariat level as follows:-

Revenue	Deputy Collectors and above
Health, Housing and Municipal Administration Department	Civil Surgeons and Assistant Directors of Public Health and above.
Public Works Departments	Superintending Engineer and above
All other Departments	Officers of the District level and above

In the case of all other Gazetted Officers (i.e., those below the levels mentioned above), the Heads of Departments may be required to furnish personally an annual certificate in writing to the concerned administrative department that the personal files, of which he is the custodian are complete, inclusive of the report for the last completed year. The Heads of the Departments should also obtain similar certificates from their subordinate officers in regard to personal files of which the later are the custodians.

9. Register to watch the disposal of reports:-

A register as indicated in the Annexure-IV to these instructions will be maintained by all Heads of Departments and Secretaries to Government to which the timely receipt of confidential reports and their final disposal by the prescribed dates.

ANNEXURE-C

Extract of Instructions 4(ii) of the Consolidated Instructions regarding Maintenance and Scrutiny of Personal Files

4.(ii) All adverse remarks, whether remediable or non-remediable made in the confidential report should be promptly communicated, in writing to the officer adversely reported upon, by the concerned officers. The adverse remarks should be communicated to the officer concerned within six weeks from the date of receipt of the confidential report by the custodian of the personal files.

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT**

Memo No.924/Ser.C/86-2,

Dt.6-3-1987

Sub:- Confidential Reports - Writing of remarks of General nature based on adequate
contracts - Further Instructions - Issued.

* * *

A point has been raised whether it is obligatory on the reporting officer to substantiate the adverse remarks written by him. It may be recalled in this connection that instruction 4(iii) of the consolidated instructions regarding maintenance and scrutiny of personal files envisages that adverse remarks should be supported by specific evidentiary examples or instances as far as possible. Recording of impressions based on adequate contacts would not however, be ruled out altogether. While communicating adverse remarks the name of the officer from whom the adverse remarks emanate should on no account be mentioned.

2. Though the existing instructions seem to be clear and adequate, yet to remove the speck of ambiguity, if any, it is considered that the reporting officers, should make it clear, that the remarks of general nature, are based on adequate contacts and substantiate the other adverse remarks supported by specific evidentiary examples.

3. All Heads of Departments, and the departments of Secretariat are requested to keep in view the above instructions and bring them to the notice of all concerned.

**SATHI NAIR
SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

Memo No.749/Ser.C/87-4,

Dt.12-10-1987

Sub:- Confidential Reports - Writing of Confidential Reports by the Officers under suspension - Instructions - Issued.

* * *

The question whether or not an officer under suspension may be asked to write the Annual Confidential Reports, on officers who worked under him before his suspension, has been examined. In this connection it is pointed out that though a member of service, under suspension does not cease to be a member of Government service, he is not liable to render any service, as suspension amounts to a direction to the member of service under suspension that he should not do service required of him during the period of suspension. As such, the officer under suspension cannot be asked to write the Confidential Reports on the officers who worked under him prior to his suspension.

2. It has, therefore, been decided that in cases where an officer who is under suspension is not likely to resume duty for any reason or likely to be under suspension for much longer period, the Confidential reports of the officer who worked under such officers can be written by the officer immediately superior to the officer under suspension or the counter signing officer, as the case may be.

3. All the of Departments of Secretariat and Heads of Departments etc., are requested to follow the above instructions and also bring the above to the notice of all concerned.

G.R.NAIR
CHIEF SECRETARY TO GOVERNMENT

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT**

Memo No.57/Ser.C/88-2,

Dt.3-3-1988

Sub:- Public Services - Personal files - Writing of Confidential reports - Further Instructions - Issued.

Ref:- 1.G.O.Ms.No.1385, Genl.Admn..(Ser.C) Department., dated 31-10-61.
2. Memo.No.631/ Ser.C/76-1, Genl. Admn.Dept., dated 11-5-1976.
3. Memo.No.50/ Ser.C/87-1, Genl. Admn.Dept., dated 12-2-1987.

Detailed instructions have been issued in the G.O. 1st cited regarding writing of Annual Confidential Reports, maintenance of Personal Files and communication of adverse remarks made in the Confidential Reports Further instructions have also been issued in this regard from time to time consolidated instructions have again been issued on the subject through the reference 3rd cited.

2. Difficulty is being experienced particularly on account of Confidential Reports missing for various periods to process the proposals sent by the Departments of Secretariat for being placed before the Departmental Promotion Committees. One of the reasons for this may be that the officers who have to initiate the Confidential Reports have retired from service. Instructions have been issued in the memo 2nd cited regarding writing of confidential Reports by the retired officers.

3. The questing relating to writing of Confidential Reports by the retired officers has been examined further based on the procedure being followed by the Government of India. It is considered that an officer who retires ceases to be a Government servant and as such the officer who has retired from service cannot be asked to write the confidential Reports on the officers who worked under him.

4. It has, therefore, been decided that the Confidential Reports should be got written by the concerned Officers, positively, before their retirement. Where it was not possible, such Confidential Reports may be written by the officer immediately superior to the officer who has retired or the counter signing authority, as the case may be.

5. All the Departments of Secretariat and Heads of Departments are requested to keep in view the above position and the consolidated instructions issued in the reference 3rd cited in regard to writing and maintenance of Confidential Reports. The above instructions should be brought to the notice of all concerned and followed scrupulously.

**SHRAVAN KUMAR
CHIEF SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

SHRAVAN KUMAR I.A.S.

Hyderabad

Chief Secretary to Govt.

Dated 25th March, 1988

D.O. Letter. No. 252/Ser.C/88-1

Dear Sir,

Sub:- Annual Confidential Reports -Writing - Regarding.

* * *

As you aware Annual Confidential Reports of all Gezettered Officers and Officers of the highest Non-Gazettered categories are required to be initiated by the Reporting Officer concerned for the year ending 31st March and submitted before 15th April to the counter - signing officer and thereafter to the accepting authority in such a way that it reaches the Heads of Departments and the Secretaries, as the case may be, before the end of May.

It is not all the more essential to ensure that the Confidential Reports are maintained up-to-date in view of the recent orders, introducing the procedure of preparation of panel of officers through Centralized Departmental Promotion Committees, Specifying the number of Officers to be considered for every vacancy and the instructions relating to gradation of Officers. The Departmental promotion Committees look into the Annual Confidential Reports of the officers for the preceding 10 years in the feeder category of 5 years immediately preceding the panel year as the case may be.

I am writing this letter to request to issue detailed instructions to all Reporting Officers and Counter-signing Officers under you to initiate the Confidential Reports of all officers under them before 15th April positively and to see that the Confidential Reports reach the Accepting authority i.e., Head of the Department or the Secretariat before the end of May. Please also issue instructions to the Custodians of the confidential reports to see whether there are any missing reports for the relevant period and, if so, to obtain it along with the reports for the year under report.

You may also request the custodians of the reports to take appropriate action to communicate adverse remarks, if any in the report received by them and to file the served copy in the P.F. The occasion may also be taken by the Custodians to see whether there are un-communicated adverse remarks in the report already filed with them, and if so, action could be taken to communicate them also atleast now and file acknowledgements in the P.Fs.

Lastly I would like to impress on you the need to ensure that where an officer is graded as "Outstanding", the Officer making such categorization or remarks amounting to that to substantiate the reasons why he is doing so in the Confidential Report itself.

I request you kindly write to me in the first week of June in compliance of instructions. A copy of the instructions issued by you may be sent to the General Administration (services) Department.

Please acknowledge the receipt of this letter..

Yours sincerely,

Sd/-

(SHRAVAN KUMAR)

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT**

Memo No.418/Ser.C/88-2,

Dt.14-7-1988

Sub:- PERSONNEL FILES - Special Incentives for outstanding work - Mentioning in
Personal Files - Instructions -Issued.

Ref:- 1. Memo No.3578/64-1, G.A. (Ser.C) Department., dated 23-12-1964.
2. Memo.No.715/ Ser.C/71-1, G.A.D., dated 22-6-1971.
3. G.O.Ms.No.603/ G.A.(A.R & T-I) Department., dated 3-9-1977.

In the order cited instructions have been issued regarding award of special incentives for outstanding work and for suggestions of extremely useful nature to the Government employees. According to para III in Appendix to the said G.O. the awards may be in any of the following forms:

- (a) Cash awards.
- (b) Letters of commendation or merit certificate.
- (c) Entry of appreciation in the character roll.
- (d) Advance Increments (with or without cumulative effect)
- (e) Accelerated promotion

2. The question of making a mention of the award of incentives or adding copy of the commendation letter to the personal files of the Government Servant concerned has been examined. The awards under the scheme introduced in the G.O. Cited are decided at the highest level after assessment by a Committee issued by the Government. Government, therefore, direct that mention may be made of the award of incentives by Government under the above scheme in the personal file of the employee concerned. There would also be no objection if a copy of the letter of commendation/merit certificate being added to the Personal file of the Government employee concerned.

3. All Departments of Secretariat and Heads of Departments etc., are requested to take action accordingly.

**SHRAVAN KUMAR
CHIEF SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT
PUBLIC SERVICES - PERSONAL FILES - MAINTENANCE AND SCRUTINY -
FURTHER INSTRUCTIONS - ISSUED.

GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT
G.O.Ms.No.419, Dt.18-7-1988
Read the following:

1. G.O.Ms.No.1385, G.A. (Ser.C) Department., dated 31-10-1961.
2. G.O.Ms.No.411, G.A.(A.R & T.Desk)/ Department., dated 12-7-1988.

ORDER:

In note (ii) under instruction 4 of the instructions issued in the G.O. First read above, it is laid down that the adverse remarks should be communicated to the officer concerned within six weeks from the date of receipt of the Confidential reports by the custodian of the Personal Files. In G.O. second read above, the Government have among others accepted the recommendation in item (j) in Part VI of the report of the Upendra Committee on administrative reform inter alia recommended that:

**ADVERSE REMARKS SHOULD BE COMMUNICATED TO THE
SUBORDINATE CONCERNED WITHIN THREE MONTHS OF THE PERIOD UNDER
REVIEW.**

The Government have examined this and have decided to re-iterate the instructions issued in note (II) under instruction 4 of the orders issued in the G.O. First read above, direct that the annual Confidential reports of the officers for the relevant periods should be written promptly and the adverse remarks, if any, recorded should be communicated to the officer concerned within six weeks of the period under review.

2. All the Departments of Secretariat and Heads of Departments etc., are requested to bring the above instructions to the notice of all the reporting/counter signing officers for writing the annual Confidential Reports and for taking action for communicating the adverse remarks if any promptly and within the stipulated period.
3. Failure to comply with the above instruction will be viewed seriously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHRAVAN KUMAR
CHIEF SECRETARY TO GOVERNMENT

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT**

Memo No.826/Ser.C/88-1,

Dated the 8th August, 1988

Sub:- Public Services - Personal files - Annual Confidential reports - Writing of -
Further Instructions - Issued.

Ref:- 1. Memo.No.50/ Ser.C/87-1, G.A.D., dated 12-2-1987.
2. D.O. Letter. No.252/ Ser.C/88-1, G.A.D., dated 25-3-1988.

Consolidated instructions have been issued in the reference 1st cited regarding writing, communication of Adverse remarks and maintenance of Persons Files. In the reference 2nd cited among other things, all the Secretaries to Government have been requested to issue detailed instructions to all reporting officers and counter - signing officers prescribing time schedule for writing Annual Confidential Reports and for communicating adverse remarks, if any, to the officer concerned promptly, by the custodian of the Personal Files etc.

2. In spite of the clear instructions on the subject, missing Confidential Reports is posing a problem particularly while considering proposals for preparation of panels by the departmental Promotion committees or while obtaining the concurrence of the Andhra Pradesh Public Service Commission to the draft panels. This mainly arises due to officers not writing /counter - signing Confidential Reports on their transfer or on retirement.

3. The matter has been examined further Government consider that it shall be the responsibility of all the reporting/counter -signing officer to obtain blank forms and initiate the Confidential Reports of officers under them or counter - sign them as the case may be on transfer or on **retirement**. Where cases of Confidential Reports being not written by an officer who ought to have done so come to notice of Government, in future, he would be held personally responsible for the lapse.

4. All Departments of Secretariat and Heads of Departments are requested to keep in view the above instructions and bring them to the notice of all the concerned officers for strict compliance.

**G.R.NAIR
CHIEF SECRETARY TO GOVERNMENT**

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT**

Memo No.893/Ser.C/88-1,

Dated: 7-11- 1988

Sub:- PUBLIC SERVICES - Personal files - Maintenance and scrutiny - orders imposing the penalties against the members of Service -Instructions - Issued.

Ref:- 1. G.O.No.1385, G.A., (Ser-C) Dept., dated 31-10-1961.

According to instruction 2 in the appendix to the order cited the expressions of censure etc., conveyed to an officer, will not be recorded in the confidential reports, but a copy of the letter conveying the censure will be attached to the officers' confidential documents. All censures should be recorded on the files, but in such cases an entry should be made as follows in the Annual report. 'Censured for -----in letter No.-----dated ----- " However, no specific mention has been made regarding other penalties provided for in Rule 8 (1) Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules.

2. The question of making a mention of other penalties in the Confidential Reports or adding a copy of the orders passed inflicting the penalties on the member of service in the Personal files of the Government servant concerned has been executed. In the Annual Confidential Report forms now in use there is a column relating to " punishments awarded" and for recording the same, the officer may have to be aware of the punishment (s) awarded, if any, against the member concerned.. The Government, therefore, direct that copies of the final orders imposing any of the penalties mentioned in rule 8 (1) of Andhra Pradesh Civil services (Classification, Control and Appeal) Rules shall be added to the personal file of the Government employee concerned.

3. All Department of Secretariat and Head of Department etc, are requested to take action accordingly.

G.R.NAIR

CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

**PUBLIC SERVICES - PERSONAL FILES - PRESCRIPTION OF RECORD SHEET
FOR NON-GAZETTED OFFICERS - ORDERS - ISSUED.**

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.144,

Dt.10.3.1989

Read the following

- 1.G.O.Ms.No.82, G.A. (Ser-C) Dept., dated 28.2.1985.
2. G.O.Ms.No.187, G.A.(Ser.B) Dept., dated 25.4.1985.

* * *

ORDER :

In view of the orders issued in the G.O. first read above abolishing the system of maintenance of Personal files for all categories of Non Gazetted Officers, except those which form feeder categories to the Gazetted posts instructions were issued in the order second read above to the effect, that all the Non-Gazetted posts, should be treated as Non-Selection posts and promotions from one Non-Gazetted post to another such post may be made in accordance with the provisions of rule 34 (b) (ii) in Part-II of the Andhra Pradesh State and Subordinate Services Rules, subject to the provisions of rule 16 of the said rules, based on the seniority unless:-

- (i) the promotion of a member is with held as a measure of penalty; or
- (ii) a member is given special promotion for conspicuous merit and ability.

2. However, in the absence of Personal Files, information relating to any punishment imposed or, letter of appreciation given will not be readily available. It has, therefore been considered advantageous to maintain a record sheet showing these details in respect of Non-Gazetted Officers for whom Personal Files need not be maintained. The Committee constituted by the Government under the Chairmanship of Sri. T.L.Shanker, IAS, to go into the present system of Personal Files, among other things, recommended for opening of "Record Sheet" in respect of all Non-Gazetted employees for appointment to Non-Selection Posts.

3. The Government after careful consideration of all the aspects have decided to accept the above recommendation to prescribe a "Record Sheet" to be maintained in respect of all Non-Gazetted Officers for whom Personal Files have been abolished, in the format given in the annexure to this order. The said Record Sheet should be got written by the competent authorities in respect of all the Non-Gazetted Officers eligible for appointment to Non-Selection posts every year viz., for the period from 1st April of the Year to 31st March of the succeeding year.

4. All the Departments of Secretariat, Head of Departments, District Collectors and District Judges etc., are requested to follow the above orders and also to bring them to the notice of all the concerned under their control.

(By order and in the name of the Governor of Andhra Pradesh)

G.R.NAIR

CHIEF SECRETARY TO GOVERNMENT

ANNEXURE

FORM OF RECORD SHEET TO ALL NON-GAZETTED GOVERNMENT EMPLOYEES ELIGIBLE FOR APPOINTMENT TO NON SELECTION POSTS.

Department/ Office ..

Report for the year/ period.....

1. Name of the Official in Block Letters.....
2. Date of Birth.....
3. Date of appointment to the present grade viz.,
4. Present post and date of appointment thereto.....
5. Punishment imposed/ recorded warnings issued, if any, during the period under report vide G.O./Letter/ Memo No. dated (reasons for such punishments/ warnings etc.).....
6. Letter of appreciation or any other form of award given for good work done - Vide G.O./ Letter / Memo No. and date.

Signature of the Reporting Officer.

Name in Block Letters:

Designation:

Date:

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.R. NAIR, I.A.S.,
Chief Secretary to Government

Hyderabad
Dated:5-4-1989

D.O.Letter No. 449/Ser.C./89-1

Dear Sri.

Sub:- Annual Confidential Reports - Writing of Regarding.

Ref:- D.O.Letter No.252/Ser-C/88-1, General Administration Dept., dt.25.3.1988.

As you are aware Annual Confidential Reports of all Gazetted Officers and Officers of the highest Non-Gazetted categories are required to be initiated by the Reporting Officer concerned for the year ending 31st March and submitted before 15th April to the Counter-signing officer and thereafter to the Accepting Authority in such a way that it reaches the Heads of Departments and the Secretaries, as the case may be, before the end of May.

It is now all the more essential to ensure that the Confidential Reports are maintained up-to-date in view of the introduction of the procedure of preparation of penal of Officers through Centralised Departmental Promotion Committees, specifying the zone of consideration and also the grading of officers. The Departmental Promotion Committees look into the Annual Confidential Reports of the officers for the preceding 10 years in the feeder category or 5 years immediately preceding the panel year, as the case may be.

I am writing this letter to request to issue detailed instructions to all Reporting Officers and counter-signing Officers under you to initiate the confidential Reports of all Officers under them before 15th April positively and to see that the confidential Reports reach the Accepting Authority i.e., Head of the Department or the Secretariat before the end of May. Please also issue instructions to the custodians of the confidential Reports to see whether there are any missing reports for the relevant period and, if so, to obtain them along with the reports for the year under report.

You may also request the Custodians of the reports to take appropriate action to communicate adverse remarks, if any, in the report received by them and to file the served copy in the Personal File. The occasion may also be taken by the Custodian to see whether there are un-communicated adverse remarks in the report already filed with them, and if so, action could be taken to communicate them also atleast now and file acknowledgements in the Personal Files.

Lastly I would like to impress on you the need to ensure that where an Officer is graded as "outstanding" the Officer making such categorisation or remarks amounting to that to substantiate the reasons why he is doing so in the confidential report itself.

I request you kindly write to me in the first week of June in compliance of the instructions. A copy of the instructions issued by you may also be sent to the General Administration (Services) Department.

Please acknowledge the receipt of this letter.

Yours **sincerely,**

Sd/-

(G.R.NAIR)

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT**

Memo No.1063/Ser.C/89-1,

Dated: 22-7- 1989

Sub:- PUBLIC SERVICES - Annual Confidential Reports - Writing of Certain Instructions Issued- Reiterated.

Ref:- 1. G.O.No.1385, G.A., (Ser-C) Dept., dated 31-10-1961.
2. G.O.No.187, G.A., (Ser-B) Dept., dated 25-4-1985.
3. Memo No.1387/Ser-C/85-1 G.A. (Ser.C) Dept., dt. 27.12.1985
4. D.O.Lr.No.449/Ser.C/89-1, G.A. (Ser.C) Dept., dt. 5.4.1989.

The attention of all the Departments of Secretariat/ Heads of Departments is invited to the instructions issued in the references cited regarding writing of Annual Confidential Reports on the officers. In the Memorandum third cited, instructions were issued for writing of Annual Confidential Reports precisely in appropriate terms in accordance with the guidelines contained in the G.O. Second cited and all Departments of Secretariat and Heads of Departments were requested to issue necessary instructions to the reporting/ Counter-signing authorities for writing Annual Confidential Report clearly keeping in view, the guidelines contained in para 12 of the said G.O., dated 25.4.1985. This has been given statutory effect also by amending General Rule 4 suitably, through orders issued in G.O.Ms.No.530, G.A. (Ser.D) Department, dated 2.11.1987. However, it is observed that in some cases the reporting officers while writing the Annual Confidential Reports are not giving any grading in respect of the officers assessed as per the above instructions, resulting in creating problems while assessing the relative merits of the officers when their cases come up before the Departmental promotion Committees.

While reiterating the above instructions, all the Departments of Secretariat/ Heads of Departments are once again requested to issue suitable instructions to all the reporting / counter-signing authorities under their administrative control for writing Annual Confidential Reports on the officers clearly assigning appropriate grading, keeping in view the guidelines contained in para 12 of the G.O. second cited.

**G.R.NAIR
CHIEF SECRETARY TO GOVERNMENT**

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT**

U.O.Note No.1101/Ser.C/89-2,

Dated: 1-9- 1989

Sub:- PUBLIC SERVICES - Personal Files - Maintenance and scrutiny - Further instructions - Issued.

In the context of the introduction of the Ex-officio system, where the Ex-Officio Secretary to Government, in a Department of Secretariat is also the Head of the Department himself, a question has emerged for consideration whether it is necessary to make appropriate provision for the review of the Annual Confidential Reports initiated by such Head of Department in respect of officers functioning under him.

2. In order to ensure objectivity, proper moderation of the views and to eliminate the possibility of bias, it has been decided after careful consideration that in such cases, the Secretary of the Principal Department other than the Ex-Officio Secretary shall review the Annual Confidential Reports, initiated by such Head of the Department in respect of the officers functioning under him. However, in some cases, it may so happen that the Head of the Department conferred with Ex-Officio status of Secretary in the Secretariat Department may incidentally happen to be senior to the Secretary of the Principal Department. In such cases the review will be done by the Chief Secretary himself instead of Secretary of the Principal Department.

**G.R.NAIR
CHIEF SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

**PUBLIC SERVICES - PERSONAL FILES - PRESCRIPTION OF RECORD SHEET
FOR NON GAZETTED OFFICERS - AMENDMENT - ISSUED.**

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.95,

Dated.13.2.1990

Read the following:-

1.G.O.Ms.No.144, General Administration. (Services-C) Dept., dt. 10.3.1989.

2. G.O.Ms.No.4, G.A.(Services-D) Dept., dated 3-1-1990.

* * *

ORDER :

In the G.O. 1st read above, the Government, consequent on acceptance of the recommendations of Sri T.L. Sankar Committee constituted to go into the present system of personal files, have decided to prescribe a "Record Sheet" to be maintained in respect of all Non-Gazetted Officers for whom personal files have been abolished in the form given in the annexure to the said order. The columns provided therein cover only punishments imposed and letters of appreciation given for good work. The said record sheet thus serves as a Recorded evidence but does not give any scope for the competent authority to judge the fitness of the candidate for inclusion of his name in the approved list prepared by the appointing authority. In pursuance of the orders issued in the G.O. 2nd read above, introducing the element of fitness for appointment to non-selection posts, it is felt necessary to provide a fitness column also in the Record Sheet prescribed for non-gazetted posts. The Government accordingly issue the following amendment to G.O.Ms.No.144, General Administration (Services-C) Department, dated 10-3-1989.

In the Annexure to the said orders, the following shall be inserted as column No.7 namely, ---

"7, Fit/un-fit for promotion

Note:-The Competent authority who writes "un-fit for promotion" has to substantiate his remarks. Otherwise they will be ignored..

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**V.V. SATYANARAYANA,
SECRETARY TO GOVERNMENT**

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT**

Memorandum No.156/Ser.C/90-1,

Dated: 21-2- 1990

Sub:- Public Services - Personal files - Writing and submission of Personal Files in time - Instructions reiterated.

Ref:- 1. G.O.Ms.No.1385 - G.A. (Ser.C) Dept., dt. 31-10-1961.

2. U.O.Note No. 583/AR&T-III/89-34, G.A.D., Dt.30-1-1990.

The Secretaries to Government in the meeting held on 12-1-1990 considered the need or otherwise to prescribed revised format in regard to writing of Annual Confidential Reports and decided that the Confidential Report format, as at present may be continued. It is, however, decided that the time schedule fixed to write the Annual Confidential Reports may be reiterated.

2. In this connection, the attention of all the Departments of Secretariat and Heads of Departments etc., is invited to para 7 of the Consolidated instructions regarding maintenance and scrutiny of Personal files in the Appendix to G.O. first cited which is extracted below:-

" 7. Date of Submission of the Confidential Report :- The first reporting officer will forward the report by the 15th April and the intermediate authorities will pass on the report with their remarks to the next higher authority within one week of its receipt by them. These reports should reach the Heads of Departments not later than the 15th May and the Secretariat concerned not later than the end of May every year, etc."

3. All Heads of Departments and the Departments of Secretariat are requested to keep the above instructions in view and ensure that the above time schedule in writing Annual Confidential Reports is followed scrupulously. They are also requested to bring the above instructions to the notice of all concerned for strict compliance.

**G.R.NAIR,
CHIEF SECRETARY TO GOVERNMENT.**

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

**PUBLIC SERVICES - PERSONAL FILES - ANNUAL CONFIDENTIAL REPORT
OF GAZETTED OFFICERS - MODIFIED FORMAT -ORDERS - ISSUED.**

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.346,

Dated.02.08.1996.

Read the following:-

- 1.G.O.Ms.No.1385, G.A. (Ser-C) Dept., dt. 31.10.1961.
2. G.O.Ms.No.14, G.A.(Ser-D) Dept., dated 11-01-1996.

* * *

ORDER :

The format of the Annual Confidential Report of the Gazetted Officers as prescribed in the order first read above has been reviewed by the Government and it is decided that the same is suitably modified.

2. The modified format of Annual Confidential Report of Gazetted Officers is as shown in the Annexure to this order and the Government direct that the modified format be followed hence forth.

3. The Departments of Secretariat, Heads of Departments and District Collectors shall bring this revised format in Form-A, Part-I and II to the notice of all concerned to follow scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M.S. RAJAJI,

CHIEF SECRETARY TO GOVERNMENT

FORM ---A

PART-I

(TO BE FIELD BY THE OFFICER REPORTED UPON)

A brief summary of duties and responsibilities (not more than 50 words).

2. Please specify important items of work in order of priority where in quantitative/physical/financial targets/objectives/goals were set for you or set by yourself for the reporting year and achievements made.

Item of Work	Physical target or financial Achievements objective /goal
--------------	---

- 1.
- 2.
- 3.
- 4.
- 5.

3. (a) In case of a shortfall of expected quality/quantity of performance please state the reasons.

(b) Please indicate your contribution in case of significantly higher achievement of the target/goal/objective

FORM -A

PART-II

Annual Confidential Report on Gazetted Officers for the year

1. Name of the Officer Date of Birth
2. Appointment held during the year (with date) and pay and scale of pay.
3. General Qualification and aptitude for post held including any, special or technical in and professional attainments.
4. Manner in which the Officer discharged his duties during the year i.e., if satisfactory or otherwise (specific instances of unsatisfactory work if adversely commended on to be cited with number and date of orders passed.
5. Does the Officer exhibit:
 - (a) patience
 - (b) Tact
 - (c) courtesy
 - (d) Impartiality in his relations with the public and subordinate or superior staff with whom in contact.
6. Is the Officer:-
 - i) of good Character
 - ii) Of sound constitution
7. Is the Officer:-
 - i) Physically energetic
 - ii) Mentally alert
8. How the Officer:
 - i) Initiative and drive
 - ii) powers of control

iii) Powers of application

9. Has the Officer any special characteristics and/ or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service.
10. Is he confirmed in this posts if not, what is his substantive post?
11. Punishments, censures or special commendations in the period under report.
12. (a) date of communication of adverse remarks since last report
b) orders on the representation if any arising from (a) above
13. General remarks (Commend generally on the way the Officer has carried out his duties, estimate of his personality, etc).
14. Grading:-
 - i) Outstanding
 - ii) Very good
 - iii) Good
 - iv) Satisfactory
 - v) Poor

(Clearly indicate the reasons for grading of the Officers)

15. Reporting Officer

Date

Signature
Name and Designation
(in block letters)

16. **Remarks of the Countersigning Officer:**

Date

Signature
Name and Designation
(in block letters)

17. Opinion of the Head of the Department (when not reporting officer) on conduct and efficiency of Officer reported on
Date

Signature
Name (in block letters)
Head of Department

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - PERSONAL FILES - ANNUAL CONFIDENTIAL REPORT OF NON - GAZETTED OFFICERS WHICH ARE FEEDER CATEGORIES TO STATE SERVICES - MODIFIED FORMAT - ORDERS - ISSUED.

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.109,

Dated.14.3.1997.

Read the following:-

- 1.G.O.Ms.No.1385, G.A. (Ser-C) Dept., dt. 31.10.1961.
2. G.O.Ms.No.82, G.A. (Ser-C) Dept., dt. 21.2.1985.
- 3.G.O.Ms.No.14, G.A.(Ser-D) Dept., dated 11-01-1996.

* * *

ORDER :

In the Government Order first read above, the format of Annual Confidential Report for Non-Gazetted Officers was prescribed (Annexure-II). In the Government Order Second read above the maintenance of personal Files/Annual confidential reports were dispensed with, in respect of Non-Gazetted Officers Except in the case of Non-Gazetted categories which are feeder categories to the Gazetted post, in the Government order third read above the zone of consideration for the propose of filling up the posts by promotion/by transfer to the State services was prescribed at 1:3 uniformly.

2. In the existing format of Annual Confidential Report for the Non-Gazetted Officers, no column regarding assessment /garding has been provided. In view of the orders issued in the Government Order third read above, it is necessary to modify the format of Annual Confidential Report for Non-gazetted posts which are feeder categories to the initial Gazetted posts.

3. The Government direct that the format appended to this order be followed in respect of the Non-Gazetted Officers and whose category is the feeder category for the initial Gazetted post by appointment by transfer.

4. The departments of Secretariat, Heads of Departments and District Collectors shall bring this revised format to the notice of all concerned to follow the orders scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M.S. RAJAJI,

CHIEF SECRETARY TO GOVERNMENT

ANNEXURE

**ANNUAL CONFIDENTIAL REPORT ON NON-GAZETTED OFFICERS AND
MINISTERIAL STAFF FOR THE YEAR 19.....**

NAME:

BRANCH

Post held:

Date of (a) Birth

(b) Entry into Government Service

Present Grade and Pay:

1. Knowledge of:
 - (a) Branch or section
 - (b) Department
2. Personality, Conduct and Character
3. Power of taking responsibility
4. Initiative
5. (a) Judgement, - (b) Accuracy:
6. Tact and temper
7. Power of supervising Staff:
8. Zeal and industry:
9. Health:
- 10.. Attendance:
11. Capacity to note and draft:
12. Punishments, censures or Special commendations during the period under report:
13. Date of communication of adverse remarks, if any, to the Officer since last report:
14. Indebtedness (Indebted, the extent of personal responsibility of incurring the debts):

15 Is he confirmed in this post? If not, what is his substantive posts?

16. General remarks (Including a statement on discipline integrity, reliability and any other special qualification not included above):

17. Grading:-

i) Outstanding

ii) Very good

iii) Good

iv) Satisfactory

v) Poor

(Clearly indicate the reasons for grading of the Officers)

18. Reporting Officer

Date :

**Signature
Name and Designation
(in block letters)**

19. **Remarks of the Countersigning Officer**

Date :

**Signature
Name and Designation**

20. **Opinion of the Head of the Department on the conduct and efficiency of the Officer reported on**

Date :

**Signature
(Name in block letters)
Head of the Department**

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - PERSONAL FILES - ANNUAL CONFIDENTIAL REPORT OF NON - GAZETTED OFFICERS POSTS WHICH ARE FEEDER CATEGORIES TO INITIAL GAZETTED POST IN STATE SERVICES - FURTHER MODIFIED FORMAT - ORDERS - ISSUED.

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.144,

Dated.25.4.1998.

Read the following:-

- 1.G.O.Ms.No.1385, G.A. (Ser-C) Dept., dt. 31.10.1961.
2. G.O.Ms.No.82, G.A. (Ser-C) Dept., dt. 21.2.1985.
- 3.G.O.Ms.No.14, G.A.(Ser-D) Dept., dated 11-01-1996.
4. G.O.Ms.No.109, G.A. (Ser-C) Dept., dt.14-3-1997.

* * *

ORDER :

The format of the Annual Confidential Report of the Non-Gazetted Officer posts which are feeder categories to initial Gazetted Posts in State Services prescribed in the order first read above and modified in the order 4th read above has been reviewed by the government and it is decided to modify further and to prescribe "Self Appraisal" as part-I of the format.

2. The modified format of Annual Confidential Report of Non-Gazetted Officer posts which are feeder categories to initial Gazetted posts in State Services as shown in FORM-A of the Annexure to this order and the Government direct that the modified format be followed henceforth. The part-I and Part-II of the Form-A shall be filled up with the own handwriting of the reported officer and reporting officer respectively.

3. The Departments of Secretariat, Heads of Departments and District Collectors shall bring this revised format in Form A - contains Part-I and Part-II to the notice of all concerned to follow scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K. MADHAVA RAO

CHIEF SECRETARY TO GOVERNMENT

ANNEXURE

FORM - A

PART-I

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. A brief summary of duties and responsibilities (not more than 50 words).

2. Please specify important items of work in order of priority where in quantitative/Physical/financial targets/objectives/goals were set for you or set by yourself for the reporting year and achievements made.

Item of work	Physical or financial target/objective/goal	Achievements
1.		
2.		
3.		
4.		
5.		

3. (a) In case of a short fall of expected quality/quantity of performance please state the reasons.

(b) Please indicate your contribution in case of significantly higher achievement of the target/goal/objective.

Form - A

Part-II

Annual confidential report on Non-Gazetted Officers posts which are feeder categories to initial Gazetted posts in State Services for the year 19.....

NAME:

BRANCH

Post held:

Date of (a) Birth :

(b) Entry into Government Service :

Present Grade and Pay:

1. Knowledge of:

(a) Branch or section:

(b) Department:

2. Acceptance or otherwise of the self Appraisal report of the Non-Gazetted Officer indicated in Part-I and if not agreed to the reasons therefor:

3. Personality, Conduct and Character :

4. Power of taking responsibility:

5. Initiative:

6. (a) Judgement, (b) Accuracy:

7. Tact and temper :

8. Power of supervising Staff:

9. Zeal and industry:

10. Health:

11.. Attendance:

12 Capacity to note and draft:

13. Punishments, censures or Special commendations during the period under report:

14. Date of communication of adverse remarks, if any, to the Officer since last report:

15. Indebtedness (Indebted, the extent of personal responsibility of incurring the debts):

16. Is he confirmed in this post? If not, what is his substantive post?

17. General remarks (Including a statement on discipline integrity, reliability and any other special qualifications not included above):

18. Grading:-

i) Outstanding

ii) Very good

iii) Good

iv) Satisfactory

v) Poor

(Clearly indicate the reasons for grading of the Officers)

19. Reporting Officer

Date :

Signature
Name and Designation
(in block letters)

20. Remarks of the Countersigning Officer

Date :

Signature
Name and Designation

21. Opinion of the Head of the Department on the conduct and efficiency of the Officer reported on

Date :

Signature
Name (in block letters)
Head of the Department

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

**PUBLIC SERVICES - PERSONAL FILES - ANNUAL CONFIDENTIAL REPORT
OF GAZETTED OFFICERS - MODIFIED FORMAT - ORDERS - ISSUED.**

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.145,

Dated.25.4.1998.

Read the following:-

- 1.G.O.Ms.No.1385, G.A. (Ser-C) Dept., dt. 31.10.1961.
2. G.O.Ms.No.346, G.A. (Ser-C) Dept., dt. 2.8.1996.

* * *

ORDER :

The format of the Annual Confidential Report of the Gazetted Officer posts as prescribed in the order first read above and modified in the order 2nd read above has been further reviewed by the government and it is decided to insert a column, "Acceptance or otherwise of Part I (Self appraisal) and if not agreed to the reasons therefor" in part-II of the Annexure.

2. The modified format of Annual Confidential Report of Gazetted Officer posts is as shown in Form-A of the Annexure to this order and the Government direct that the modified format be followed henceforth. The part-I and Part-II of the Form-A shall be filled up with the own handwriting of the reported officer and the reporting officer respectively.
3. The Departments of Secretariat, Heads of Departments and District Collectors shall bring this revised format in Form A, contains Part-I and Part-II to the notice of all concerned to follow scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K. MADHAVA RAO

CHIEF SECRETARY TO GOVERNMENT

ANNEXURE

FORM - A

PART-I

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. A brief summary of duties and responsibilities (not more than 50 words).

2. Please specify important items of work in order of priority where in quantative/Physical/financial targets/objectives/goals were set for you or set by yourself for the reporting year and achievements made.

Item of work	Physical or financial target/objective/goal	Achievements
1.		
2.		
3.		
4.		
5.		

3. (a) In case of a short fall of expected quality/quantity of performance please state the reasons.

(b) Please indicate your contribution in case of significantly higher achievement of the target/goal/objective.

Form - A

Part-II

Annual confidential report on Gazetted Officers for the year 19.....

1. Name of the Officer Date of Birth
2. Appointment held during the year (with date) and pay and scale of pay.
3. General Qualifications and aptitude for post held including any, special or technical and professional attainments.
4. (a) Acceptance or otherwise of the self Appraisal report of the Gazetted Officer indicated in Part-I and if not agreed to, the reasons therefor.

(b) Manner in which the Officer discharged his duties during the year i.e., if satisfactory or otherwise (specific instances of unsatisfactory work if adversely commended on to be cited with number and date of orders passed).
5. Does the Officer exhibit:
 - (a) patience
 - (b) Tact
 - (c) courtesy
 - (d) Impartiality in his relations with the public and subordinate or superior staff with whom he comes in contact.
6. Is the Officer:-
 - i) of good Character
 - ii) Of sound constitution
7. Is the Officer
 - i) Physically energetic
 - ii) Mentally alert
8. How the Officer:
 - i) Initiative and drive

- ii) powers of control
- iii) Powers of application
- 9. Has the Officer any special characteristics and/ or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service.
- 10. Is he confirmed in this posts if not, what is his substantive post?
- 11. Punishments, censures or special commendations in the period under report.
- 12. (a) date of communication of adverse remarks since last report
b) orders on the representation if any arising from (a) above
- 13. General remarks (Comment generally on the way the Officer has carried out his duties, estimate of his personality, etc).
- 14. Grading:-
 - i) Outstanding
 - ii) Very good
 - iii) Good
 - iv) Satisfactory
 - v) Poor

(Clearly indicate the reasons for grading of the Officers)

- 15. Reporting Officer

Date :

Signature
Name and Designation
(in block letters)

- 16. Remarks of the Countersigning Officer

Date :

Signature
Name and Designation
(in block letters)

17. Opinion of the Head of the Department (when not reporting officer) on conduct and efficiency of Officer reported on

Date :

Signature
Name and Designation
(in block letters)
Head of the Department

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - PERSONAL FILES - ANNUAL CONFIDENTIAL REPORTS - AMENDMENT TO CONSOLIDATED INSTRUCTIONS ON MAINTENANCE AND SCRUTINY OF PERSONAL FILES - ORDERS - ISSUED.

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.354,

Dated.2.8.1999.

Read the following:-

1.G.O.Ms.No.1385, G.A. (Ser-C) Dept., dt. 31.10.1961.

2. G.O.Ms.No.230, G.A. (Ser-D) Dept., dt. 22.5.1999.

* * *

ORDER :

In the G.O. Second read above, orders have been issued in regard to appointing authorities for the first level and second level posts in the State services. According to the said orders, the appointing authority for all the first level posts in the State service shall be Regional authority where Regional Officers exist and the Head of the Department shall be the appointing authority for all the second level posts in State service. Where no regional offices exists, the head of the Department shall be the appointing authority for both the first level posts and second level posts in the State service. Consequent to these orders, it is proposed to modify the custodian of the Annual Confidential Reports.

2. Consequently, instruction 8(ii) of the consolidated instructions on maintenance and scrutiny of personal files issued in G.O.Ms.No.1385, GA (Ser.C) Dept., dated 31st October, 1961 requires amendment. Accordingly, the Government hereby make the following amendment to the G.O.Ms.No.1385, General Administration (Services-C) Department, dated the 31st October, 1961 as amended subsequently.

AMENDMENT

In the said order, for instruction 8(ii) the following shall be substituted namely:-

- ii(a) "The custodian of the Annual Confidential Reports in respect of upto and including initial category of posts in State service should be the Regional Officers where Regional Offices exist and such Regional authority should communicate the adverse remarks, if any, to the officer against whom adverse remarks are recorded in the Annual Confidential Report. Any representation against the adverse remarks should be made to the Head of the Department.
- (b) In respect of the second level and above category of posts in the State service but below the rank of Heads of Departments (Non-Cadre), the Annual Confidential Reports should be maintained by the Head of the Department and such Head of the Department shall be the authority to communicate the adverse remarks to the officer against whom adverse remarks recorded in the Annual Confidential Reports. Any representation against the adverse remarks should be made to the Government.
- (c) Where no Regional Offices exist, the Head of the Department or cadre controlling authority should be custodian for all the categories of posts in the

State service below the rank of Head of the Department or cadre controlling authority. Any representation against, adverse remarks should be made to the Government".

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

N.V.H. SASTRY
SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SER-C) DEPARTMENT

U.O.Note No.91290/Ser-C/2006

Dated 7-12-2006

Sub:- Public Services - Personal Files - Writing and submission of Personal Files in time - Further Instructions - Issued.

- Ref:-
- 1) G.O.Ms.No.1385, G.A. (Ser.C) Dept., dt.31.10.1961.
 - 2) U.O.Note No.583/AR&T.III/89-34, GAD dt:30.1.1990.
 - 3) Memo No.156/Ser.C/90-1, G.A. (Ser.C) Dept., dt: 21.2.1990.
 - 4) G.O.Ms.No.144, G.A. (Ser.C) Dept., dt: 25.4.1998.
 - 5) G.O.Ms.No.145, G.A. (Ser.C) Dept., dt: 25.4.1998.

* * *

In the G.O. first cited, certain consolidated instructions were issued for maintenance and scrutiny of confidential reports. Subsequently, these instructions were amended from time to time in the reference 2nd to 5th cited among others.

2. Over the period, it has been noticed that the Departments of Secretariat are not following the instructions on maintenance of Confidential Reports strictly. The confidential reports of the Section Officers, Private Secretaries, Asst. Section Officers etc., are not being received by the General Administration (Single Unit) Department in specified time inspite of repeated reminders and personal persuasion and this delay is causing delay in preparation of panels for promotion to the next higher post. In some cases the individuals are bringing their Confidential Reports personally at 11th Hour before finalization of panels for promotion. Non Implementation of specific instructions of the General Administration (Services) Department in the matter by the OP Sections in the Department is not only an unhealthy and undesirable practice but it also hampers the administrative work. This unhealthy practice defeats the very purpose of the maintenance of Confidential Reports.

3. To overcome these above problems, it is decided to issue the following instructions while reiterating the earlier instructions and making some modifications to enable the General Administration Department to keep the record of Confidential Reports updated from time to time:-

- i) the Section Officer/Asst. Section Officer of the OP Section in the Department shall send the Blank Confidential Reports in duplicate duly filling the name and designation of the officer specifying the year of C.R. to the first reporting officer under confidential/sealed cover by 15th April of the year. In case of non-submission by the concerned staff member within the above specified time, the first reporting officer shall record his observations and initiate the submission of CR suo-moto.
- ii) the first reporting officer will forward the report with his/her remarks by the 30th April to the next higher authority. The next higher authority shall counter sign the C.Rs received by him/her and return to the OP Section of the concerned Department within a week's time of its receipt.
- iii) a copy of such C.Rs counter signed by the Officers should reach the concerned Deputy Secretary of General Administration (Single Unit-IV) Department under Confidential/Sealed covers by 31st May of every year.

Another duplicate copy of the C.R. shall be kept in the records of the OP Section of the concerned Department.

- iv) it is the responsibility of the S.Os/ASOs of the OP Section in the Department to furnish the C.Rs to General Administration (SU) Department within the prescribed time i.e., by 31st May of every year.
- v) the Asst. Secretary to Government of concerned OP Section shall ensure that all the C.Rs of the Department are furnished to the General Administration (SU) Department within the prescribed date.

4. All Departments of Secretariat under the control of Single Unit are requested to follow the above instructions scrupulously.

**J. HARINARAYAN,
CHIEF SECRETARY TO GOVERNMENT**

To

All Departments in Secretariat

(Except Finance and Law Department)

Copy to:

The P.S. to Chief Secretary,

All the PS to Spl. C.S./Prl.Secys./Secretaries to Govt. of all Departments of Secretariat.

The G.A. (SU.I, II, III, IV, V) Department.

SF/SC.

// Forwarded :: By Order //

SECTION OFFICER