



*Consideration necessary the Staff. to ensure the same to Subordinate staff.*  
28/2/14

GOVERNMENT OF KERALA

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE - C) DEPARTMENT

CIRCULAR

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

Dated, Thiruvananthapuram, 15.02.2014.

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

Ref:- GO(P)No.344 dated 22.8.1966.

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

Therefore all Reporting and Reviewing Officers are instructed to ensure that *inter alia* in all cases where five or more 'A' grades are assigned specific noteworthy or outstanding work done by the officer should invariably be noted in the comments column. Conversely, where 'C' or 'D' grades are assigned, again specific instances of inadequate or below par performance should be noted. This would ensure that the Reporting and Reviewing Officers, grade an officer with suitable justification and back up information.

E.K.BHARAT BHUSHAN  
Chief Secretary

To

- All Head of Departments.
- All Officers of the Secretariat.
- All District Collectors.
- All Departments (all sections) of the Secretariat including Law and Finance.
- Additional Secretary to Chief Secretary.
- PA to Additional Chief Secretary, P&ARD.
- The Secretary, Legislature Secretariat.
- All Private Secretaries to the Chief Minister and other Ministers.
- The Private Secretary to the Leader of Opposition, Cantonment House.  
Thiruvananthapuram (with C.L.)
- The Private Secretary to the Speaker/Deputy speaker, Legislative Assembly,  
Thiruvananthapuram.
- The Secretary to Governor, Raj Bhavan, Thiruvananthapuram.
- The Advocate General, Ernakulam
- The Director of Public Relations (for wide publicity through Media)

Forwarded /By Order

*A. S.*

Section Officer

28/2/14

EA(2)-  
Encl: NO: 34368/2013/DES dated: 05/03/2014.

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copy of the circular communicated  
to the Deputy Directors in the district offices  
and all section heads in the directorate.

D. Navathilakum  
For Director.

copy - 1. DD computers (For publishing in the website)  
2. Notice Board.