



GOVERNMENT OF KERALA

**Personnel and Administrative Reforms (Rules) Department**

CIRCULAR MEMORANDUM

No.19305/Rules-1/96/P&ARD

Dated, Thiruvananthapuram 16<sup>th</sup> June, 1998

*Sub:* - Confidential Reports – Non-maintenance of Confidential Reports by certain Departments for a long time-Holding of Departmental Promotion Committee meetings to regularise previous provisional Promotions-Instructions issued.

*Ref:* - 1. G.O (P) NO.344/Public dated 22-8-1966 issued by Public (Rules) Department.  
2. Circular Memorandum No. 69265/M1/76/PD dated 8-7-1976  
3. G.O (P) No.319/87/GAD dated 22-4-1987  
4. Govt. Circular of even No dated 9-9-1997  
5. Govt. Circular of even No dated 12-6-1998

In the Circular fourth cited, Government had imposed a ban on temporary promotion under General Rule 31 (a) (i) of the Kerala State and Subordinate Services Rules from 1-1-1998. All Departments had also been directed to ensure before 1-1-1998 that all temporary promotions till then ordered were regularised and select list for 1998 prepared by holding Departmental Promotion Committee meetings.

2. The work relating to meetings of the Departmental Promotion Committees for the various Departments was reviewed in the first week of June 1998. The review revealed that several Departments had not completed the process of preparation of select lists. Hence, in the Circular fifth cited, Government lifted the ban on temporary promotion for the period upto 30-9-1998.

3. There are many departments where Departmental Promotion Committee meetings had not been held for several years, in some cases, as long as fifteen to twenty years. There has been considerable difficulty in getting confidential reports written after the lapse of so many years as most of the Reporting Officers had retired. In cases where Reporting/Reviewing Officers have demitted office without writing/reviewing the confidential reports of subordinate officers during the relevant period, the following procedure has to be followed as provided in the Government Order third cited:

- (i) In cases where the Reporting Officer has not prepared the confidential reports during the relevant period and has demitted office, the Reviewing Officer of the Accepting Authority who remains in office may write the confidential reports of the officers concerned.
- (ii) In cases where the reviewing officer has not reviewed the confidential reports written by the Reporting Officers and has demitted office, the next Higher Officer / Accepting Authority, who has the opportunity to assess the work and conduct of the reportee may review the Confidential Reports.

4. There are several Departments where the above procedure cannot be adopted as none of the Reporting/Reviewing/Accepting Authorities being still in service. In order to get over this problem, the following instructions are issued:

- (i) In cases where it is not feasible to get Confidential Reports written for past periods as none of the Reporting [Reviewing] Accepting Authorities are in service the Head of Department may certify that the performance of the officer during the relevant period had not come to adverse notice.
- (ii) This Circular Memorandum is issued with the sole intention of enabling those Departments where convening of Departmental Promotion Committee meetings is held up for want of confidential reports for a long period, to regularise all previous temporary promotions after holding Departmental Promotion Committee meetings. It is not to be relied upon in future by erring Departments.
- (iii) The backing relating to regularisation of temporary promotions shall be cleared by all Departments before 30-9-1998 at the latest. The officers concerned should also ensure that confidential reports are maintained up-to-date and Departmental Promotion Committee meetings are held on a regular basis in the future in accordance with the existing instructions.

5. Secretaries to Government and Heads of Departments are once again informed that the work relating to the preparation of the Select lists should be completed on or before 30-9-1998, as enjoined in the circular fifth cited and that, on no account, further extension would be allowed. If there is any laxity in this regard, Government would be constrained to take disciplinary action against the concerned Secretary and Head of Department. The Chief Secretary with the Secretaries and Heads of Departments to review the progress of work.

**M. MOHANKUMAR,**  
Chief Secretary

To

All Principal Secretaries/Secretaries/Special Secretaries  
All Heads of Departments  
All Others of the Secretariat  
All Departments of the Secretariat (all sections) including Law and Finance  
The Secretary, Legislature Secretariat (with C.L.)  
The Secretary, Kerala Public Service Commission (with C.L.)  
The Registrar, High Court of Kerala, Ernakulam (with C.L.)  
The Advocate General, Kerala, Ernakulam  
The General Administration (SC) Department  
The Private Secretary to Chief Minister and other Ministers.