Annexure XVI(8),(Vide Article-16.04)

GOVERNMENT OF MAHARASHTRA

P.V. NAYAK,
SECRETARY

CONFIDENTIAL/URGENT
D. O. No. CPF 1383/83267/F-7,
REVENUE AND FORESTS DEPARTM.
Mantralaya, Bombay 400 032
Dated the 4th March 1983.

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Subject : Confidential Reports of IFS/SFS Officers: 1982-83.

Dear Shri Mundkur,

It has been observed that, in quite a large number of cases, the annual Confidential Reports are not written in time. In a few instances, it has also come to notice that the annual Confidential Reports do not cover the entire year of reporting and there are no certificates to show why the Confidential Reports for certain periods have not been written. The late submission of Confidential Reports and the aforesaid omissions create difficulties while considering matters of promotions, confirmations, communicating of adverse remarks, etc. It is necessary to ensure not merely that Confidential Reports are written punctually, but also that they are written in respect of all officers for whom Confidential Reports are required to be written.

2. I am re-circulating a set of instructions in this connection, which would help to streamline the entire work of writing of Confidential Reports. I am endorsing copies of this letter to the Conservators of Forests/Regional Managers/Jt.Directors of the Horticulture & Social Forestry Dept. with a request to initiate action at their end immediately. You are also requested to take action as Head of Department in respect of Class I and Class II Officers of the Forest Dept. working under you as also in respect of Class III and Class IV staff of the Forest Dept. in your office.

3. I request you to see that a complete list of officers in the cadres of Conservators of Forests/Divisional Forest Officers/Asstt.Conservators of Forests (both belonging to the IFS/SFS cadres) is furnished to Government in the attached proforma by 20.4.1983. I also request you to ensure that the reports for the year 1982-83 on the work of the officers in the cadres of Conservators of Forests/Divisional Forest Officers/Asstt.Conservators of Forests in the Forest Dept. are submitted to Government by 20.5.1983.

Yours sincerely,

P.V. Nayak

(P.V.NAYAK)

Encl: As in para 2 above.

To
Shri S.A.MUNDKUR,
Managing Director,
Forest Development Corporation of Maharashtra Ltd.,
NAGPUR.

Instructions regarding timely writing of Confidential Reports 1982-83

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(1) A Check list (in duplicate) should be prepared by 20.3.1983 in the proforma attached, by every Conservator of Forests/ Divisional Forest Officer/Deputy Conservator of Forests in respect of Class I and Class II Officers under him, and the Class III and Class IV staff in his own office and by every Divisional Forest Officer/Assistant Conservator of Forests/ Sub-Divisional Forest Officer in respect of all the Class III and CLass IV employees working in his office as on 15.3.1983 (Some sample entries are shown in the proforma attached). The Chief Conservator of Forests/Managing Director, Forest Development Corporation of Maharashtra Ltd., Director of Social Forestry will prepare separate check lists for Class I and Class II Officers directly under him and the Class III and Class IV employees in his own office.

(2) The Chief Conservator of Forests/Managing Director, Forest Development Corporation of Maharashtra Ltd. Director of Social Forestry/Conservatorsof Forests/Divisional Forest Officers should inform, in the last week of March, 1983 every Officer/employee figuring in the Check list prepared by him, to write his self-assessment report and to send it to the Reporting Officer concerned by 10.4.1983. He should also be informed that, on his failure to send the self-assessment report by 10.4.1983, the Confidential Report would be written without waiting for the self-assessment report.

(3) Where, for any period, the Confidential Report is to be written by a Reporting Officer currently working outside the office in which the Check list has been prepared, the Officer who has prepared the Check list should despatch by 15.4.1983 blank copy of the Confidential Report form (showing the period to which it should pertain), along with the self-assessment report, if any, received from the officer/employee concerned, to the Reporting Officer, asking him to write the Confidential Report by 25.4.1983 and to send it to the Reviewing Officer concerned immediately.

(4) One copy of the Check list, with the certificate thereunder duly completed and signed, should be sent by Conservatorsof Forests to Government, and by all Divisional Forest Officers/ Assistant Conservator of Forests to the Chief Conservator of Forests, so as to reach Government/Chief Conservator of Forests not later than 20.4.1983.

(5) All Reporting Officers should despatch the Confidential Reports, duly completed by them, to the Reviewing Officers on or before 30.4.1983.

(6) The Reviewing Officer, viz., Chief Conservator of Forests/ Managing Director, Forest Development Corporation of Maharashtra Ltd. Director of Social Forestry/Conservator of Forests/Deputy Conservator of Forests/Divisional Forest Officer, should record his remarks on or before 10.5.1983.

(7) The receipt of the Confidential Reports written by the Reporting Officers and countersigned by the Reviewing Officers should be verified by the Chief Conservator of Forests/Managing Director, Forest Development Corporation of Maharashtra with reference to the Check Lists so received.

NOTE :- The above instructions applicable to Conservator of

Forests and Divisional Forest Officers will apply to the Regional Managers and Divisional Managers of the Forest Development Corporation of Maharashtra and the Joint Directors and Deputy Directors of Social Forestry mutatis mutandis in so far as the Forest Department staff working with them.

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PROFORMA

Check List for writing Confidential Reports for 1982-83.

Sr. No.	Name and Designation of employee/officer.	Period for which the Confidential Report is to be written (Showing a breakup, where C.R. is to be written by more than on Reporting Officer).	Name and Designation of Reporting Officer.	Whether Reporting Officer is working outside the office in which Check List is prepared.	Remarks
1	2	3	4	5	6
		1.4.82 to 31.3.83	X.Y.Z.	No	-
1.		1.4.82 to 30.9.83	C.D.E.	Yes	
2.		1.10.82 to 30.11.83	-	-	Period less than 3 months.
3.		1.12.82 to 31.3.83	P.Q.R.	No	

Certificate:- Certified that blank C.R. forms, together with self-assessment reports, wherever received, have been dispatched on or before 15.4.1983 to the Reporting Officers in all cases where they are at present working outside this office.

Signature of Chief Conservator of Forests/ Managing Director, Forest Development Corporation of Maharashtra Ltd./ Director of Social Forestry/ Conservator of Forests/ Regional Manager/Joint Director of Social Forestry/ Divisional Forest Officer / Divisional Manager / Deputy Director of Social Forestry.

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