



ഭരണഭാഷ - മാതൃഭാഷ

പ്രിൻസിപ്പൽ ഡയറക്ടറേറ്റ്,
തദ്ദേശസ്വയംഭരണ വകുപ്പ്
സ്വരാജ് ഭവൻ, നന്തൻകോട്,
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തീയതി: 14-08-2026

No.LSGD/PD/37434/2025-DEH6

പ്രിൻസിപ്പൽ ഡയറക്ടർ

എല്ലാ ജോയിന്റ് ഡയറക്ടർമാർക്കും

സർ,

വിഷയം: ത.സ്വ.ഭ.വ.-പ്രിൻസിപ്പൽ ഡയറക്ടറേറ്റ്-മുൻ മുൻസിപ്പൽ കോമൺ സർവീസ്-
വകുപ്പുതല പ്രമോഷൻ കമ്മിറ്റി-2026-കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ
ആവശ്യപ്പെടുന്നത് - സംബന്ധിച്ച്

സൂചന : 1. ഈ കാര്യലയത്തിലെ 10.08.2026-ലെ ഇതേ നമ്പർ കത്ത്
2. സ ഉ (കെ) നം.368/66/PD തീയതി: 14.09.1966

മുൻ മുൻസിപ്പൽ കോമൺ സർവീസിലെ വിവിധ തസ്തികകളിലേക്ക് 2026 വർഷത്തെ സെലക്ട് ലിസ്റ്റ് തയ്യാറാക്കുന്നതിനായി ജീവനക്കാരുടെ 2023, 2024, 2025 വർഷങ്ങളിലെ കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ സൂചന (1) പ്രകാരം ആവശ്യപ്പെട്ടിരുന്നു. ഇതിന്റെ അടിസ്ഥാനത്തിൽ സമർപ്പിക്കുമ്പോൾ, കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ കലണ്ടർ വർഷാടിസ്ഥാനത്തിൽ, ഓരോ വർഷത്തേതും പ്രത്യേകമായി തയ്യാറാക്കി സമർപ്പിക്കേണ്ടതാണെന്ന് ജീവനക്കാർക്ക് അറിയിപ്പ് നൽകേണ്ടതാണ്. കൂടാതെ ജീവനക്കാർ കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ സമർപ്പിക്കുന്നതുമായി ബന്ധപ്പെട്ട് സർക്കാർ പുറപ്പെടുവിച്ചിട്ടുള്ള സൂചന (2) ഉത്തരവിലെ മാർഗ്ഗ നിർദ്ദേശ പാലിക്കേണ്ടതാണെന്നും അറിയിക്കുന്നു.

വിശ്വസ്തതയോടെ,

Digitally signed by
SHAJIKUMAR S O
Date: 14-08-2026
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S O Shajikumar
ASSISTANT DIRECTOR
പ്രിൻസിപ്പൽ ഡയറക്ടർക്ക് വേണ്ടി

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Date 2-7-1976 Subject Confidential reports—Furnishing of certificate by the reporting officers at the time of relinquishing

GOVERNMENT OF KERALA

Abstract

Confidential Records on Government Servants—Mode of preparation and Custody—Orders—Issued

PUBLIC (RULES) DEPARTMENT

G. O. (P) No. 344.

Dated, Trivandrum, 22nd August, 1966.

- Read:—1. G. O. (P) No. 82/Public dated 29-1-1960.
2. Memorandum No. 8828/60-1/Public (Rules) dated 8-2-1960.
3. G. O. Ms. No. 672/Home dated 5-11-1960.
4. G. O. Ms. No. 593/Public dated 22-7-1961.

ORDER

In supersession of the orders read above, Government prescribe the instructions in the Appendices to this order for the preparation and maintenance of confidential reports on Government Servants.

2. The Superintendent, Government Presses is directed to print and keep in stock adequate number of registers and forms mentioned for supply to the various Departments on demand.

By order of the Governor,

N. M. PATNAIK,
Chief Secretary.

25/4574/MC.

INSTRUCTIONS

1. *Objects.*—The primary aims of recording annual confidential reports on officers are to achieve an objective assessment of the capacities of the individual officer in the performance of his duties and to forecast his capacity for different and more responsible work. Such systematised reports are also designed to gear such assessments to a common standard throughout the promotional area. With these ends in view it has to be ascertained how far an officer is able to apply intelligently the law and procedure prescribed to cases coming before him. His qualities of leadership, his behavioural pattern towards his subordinates and superiors and the general public are also points of interest which have to be noted. The report should also comment generally on the manner in which the Officer has discharged his various duties during the period under review and give an estimate of his personality, character and ability, and in the case of an Officer of the Police Department his capacity for supervising investigations and prosecutions. In regard to officers belonging to Technical Departments, Education and Judicial Departments, their professional ability and general reputation should also be referred to.

The object of the annual reports is not, however, merely to screen an Officer's potential for higher positions. It also aims at making the employee do his present job better. Having assessed the qualities of a subordinate by reviewing his achievements and capacities the competent authority should make an attempt to correct the deficiencies observed with a view to improving him. This is essential for increasing the general efficiency of administration as the vast majority of officers are of average abilities.

2. *Period of Report.*—(a) The report on Gazetted Officers should be recorded in Form-A, appended. The forms for reporting on non-Gazetted officers and Last Grade Servants are at appendices B & C respectively. The reports should cover the period from the 1st January to the 31st December in the case of all except All India Service Officers. In regard to All India Service Officers, the period of report shall be from the 1st April to the 31st March.

(b) Confidential reports on an Officer should be prepared and submitted half-yearly for the first 3 years of his service. The same procedure has to be followed when an Officer is promoted to a higher post. The period of half-yearly reports shall be the half years ending 30th June and 31st December each year to be submitted to higher authority within one month. The period of half yearly reports in the case of Officers belonging to the All India Services shall be for the half years ending 31st March and

30th September to be submitted by 1st May and 1st November following the half years.

3. *Responsibility for the maintenance of Confidential Reports.*—The head of every Department/Office should regard it as his personal and special responsibility to ensure that annual confidential reports are properly maintained in respect of all persons working under his direct or ultimate control. It is the duty of officers at each level to observe closely the work and conduct of those under their control and to provide training and guidance where necessary. The reports should be based on the results of such observation. The entire period of service of a Government Servant should be covered by these reports. Superior officers should see that no portion of a subordinate's service has been left uncovered. But report for a period of less than 45 days need not be insisted upon since the reporting officer will not be in a position to assess correctly the capacity of the reportee within such a short period. As promotions to selection posts are on a comparative assessment the need for full and complete reports cannot be overemphasised. Where any period of a subordinate's service has not been covered by a report the reasons for such omission should be recorded. Default on the part of an officer in the preparation and maintenance of confidential reports on his subordinates should be mentioned in the confidential report on the reporting officer as a point of failure in his duty.

4. *Preparation.*—The following points should be noted while preparing a report:

(i) The report should be written or typed by the officer himself; if typewritten the officer should certify that he typed the report himself. The name of the Officer writing the report should be written in block letters below his signature. His designation should also be indicated.

(ii) The name and designation of the Officer reported on must be given in full and in the same manner as shown in the Civil List or Service book.

(iii) The reports will, unless otherwise prescribed, be made out in the first instance by the Officer under whose administrative control the Subordinate is working and passed on to the next higher authority, who will satisfy himself that the reports have been prepared in the proper form and add his assessment of the subordinate's work and conduct. Every Officer is expected to have detailed information regarding the work and conduct of all his subordinates. The higher officer may have some difficulty in getting to know a large number of employees two grades below him.

but he should consider it an essential to do so, as it would make for efficiency of his work service and for greater contentment of the public him. The judgment of the immediate personnel under aimed at being as completely fair and unbiased, even though sometimes tend to become narrow. It is as possible, may emphasised that the official superior of the reporting officer should consider it his duty to form his own judgment of the work and conduct of the reportee. He should exercise a positive and independent judgment on the remarks of the reporting officer under the various detailed headings in the form of the report as well as on the general assessment and express clearly his agreement or disagreement with those remarks. This is particularly necessary in regard to any adverse remarks, and in these cases it is the higher officer's remarks that shall be taken as the correct assessment. These instructions should not be regarded as limiting the freedom of the reviewing officer to make any additional remarks touching on points not mentioned by the reporting officer. Such additional remarks would, in fact, be necessary where the report is too brief, vague or cryptic. If however, by any chance, a reviewing officer does not have an idea of the work of any of his subordinates, it should be clearly stated by that authority that he has no knowledge of the subordinate's work. It would not be sufficient for an officer to affix his signature without any comments, such signature without comments would signify endorsement of the views expressed by the Officers below.

(iv) The entries in the Confidential reports should be descriptive.

(v) In the case of Last Grade Servants, only general descriptive remarks on the personnel with details of adverse remarks, if any, need be entered. The confidential records of these staff need not be passed on for countersignature.

(vi) Reporting officers should not refrain from recording in the confidential reports all relevant observations and opinions which they might have formed, as it is the intention of Government to ensure that the report should represent a frank and full appraisal of the Officer's merits and demerits. It is equally essential that all Officers who have to record their remarks in the confidential reports should do so with the greatest caution and should not record any remarks lightly or on the spur of the moment. As far as possible, reporting officers should try to advance specific instances of reasons to justify their observations. Colourless entries like 'Satisfactory', 'fair', etc., only defeat the purpose for which confidential reports are maintained and should be avoided as far as possible. Reporting officers should deal with both the good points and shortcomings of the officer in a clear and lucid manner to enable a correct assessment of his character, ability, etc. Appendix

gives the details of the audit and keep the confidential reports

(vii) When an Officer year, a report or note should be completed at the end of the year to whose administrative

(viii) As the District representative of Government superintend, direct and co-ordinate the work in his district. District Officers unless otherwise directed by him. He may give independent impression in the case of divisional officers directly under him. regional departmental officers Collector. This will enable detailed appraisal of a District Officer of the Department and a District Collector. It is not necessary to report on those below him in charge of special duties etc but he should always be an officer of the District and shall form part of the confidential records.

(ix) A reporting Officer transferred or retires must transfer his successor his opinion on the subordinate to him. The reporting officer's opinion in this circular. This opinion should be included in the annual confidential report. It should not be for more than four months. the form of confidential report.

5. Particulars in a Confidential report should be in form 'D' (Appendix) therein should be filled at the time of entries being altered from the original case of gazetted officers, position and duration of service should be to form 'D' and maintained. Confidential records should be removed therefrom.

gives the details of the authorities who are to initiate, review and keep the confidential reports on the various categories of officials.

(vii) When an Officer is transferred during the middle of a year, a report or note should be prepared and forwarded to the Officer to whose administrative control the Officer is transferred to be completed at the end of the year.

(viii) As the District Collector is recognised as the Chief representative of Government in his District and is expected to superintend, direct and co-ordinate the activities in respect of development work in his district, confidential reports in respect of all District Officers unless otherwise specified, should be written by him. He may give independent reports based on his general impression in the case of district Officers who are not administratively directly under him. The confidential reports written by regional departmental officers need not be routed through the District Collector. This will enable the Head of the Department to have a detached appraisal of a District Officer's work by the regional officer of the Department and a parallel general appraisal by the District Collector. It is not necessary for the District Collector to report on those below the rank of District Heads or those in charge of special institutions like Principals of Colleges, etc but he should always have the discretion to send a note on an officer of the District except Judicial Officers. Such reports shall form part of the confidential record of the Government servant concerned.

(ix) A reporting Officer when he proceeds on leave or is transferred or retires must leave on record for the information of his successor his opinion on the work of every officer directly subordinate to him. The record should as far as possible contain the reporting officer's opinion in regard to all the points prescribed in this circular. This opinion should be incorporated in the annual confidential report. If the reporting officer has held charge for more than four months, the record should itself be made on the form of confidential report prescribed.

5. *Particulars in a Confidential record (Personal file).*—The first page on the confidential record of every Government servant should be in form 'D' (appended) and the particulars mentioned therein should be filled at the time the first report is prepared, the entries being altered from time to time when necessary. In the case of gazetted officers, particulars of service in Gazetted posts (position and duration of service) should be attached in addition to form D and maintained up-to-date. Both the pages in the Confidential records should be numbered serially and no pages should be removed therefrom on any account.

6. *Punishments.*—Expression of displeasure conveyed to an Officer or orders regarding any disciplinary action should be recorded in the Annual Confidential Reports quoting the number and date of the order or other communications. A copy of the order or letter conveying the displeasure or punishment should also be included in the Government Servant's Confidential Report file.

7. *Communication of remarks.*—Every employee should know his remediable defects so that he can remove them and improve himself. The best results are achieved only if every reporting officer realises that his duty does not end with recording an objective assessment of his subordinate's work and qualities, but extends also to his tendering whenever indicated the necessary advice, guidance and assistance to correct the faults and deficiencies of his subordinates. The appraisal of the reportee's capacities and potential for higher position is undertaken partly with a view to developing his qualities. If this part of the reporting Officer's duty is properly performed, there should be no difficulty about recording adverse entries, because they would only refer to defects which had persisted despite the reporting officer's efforts to have them corrected. While mentioning any faults/defects, it would therefore be useful the reporting officer also gives an indication of the efforts he had made by way of guidance, admonition etc., to get the defects removed and the results of such efforts. Where an adverse entry is made, the reporting officer should certify that the defects have been brought to the subordinate's notice.

In communicating remarks to the Officer reported upon, the following procedure should be followed:

- (a) Where no adverse entry is made in a confidential report, nothing should be communicated except in cases within (c) below.
- (b) Where an adverse entry relates to a remediable defect it should be communicated, but while doing so, the substance of the entire report including what may have been said in praise of the Officer should also be communicated.
- (c) Where the report of an officer shows that he had made efforts to remedy or overcome defects mentioned in the preceding report, the fact should be communicated to the officer in a suitable form.
- (d) Where an officer has made an adverse remark against a Government servant serving under him for 2 consecutive years, the officer who communicates the adverse remarks may also consider the desirability of giving the Government servant concerned an

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opportunity to serve under another officer so that, there will, at least, be two independent opinions relating to the work of the Government servant when his case is considered for promotion by the competent authority.

(e) While communicating an adverse remark, neither the identity of the superior officer recording the adverse remarks nor the period to which the remarks relate should on any account be disclosed to the reportee.

(f) When an officer has done outstanding work in the course of a year and earned appreciation, the fact should also be communicated to him.

(g) The fact of communication of all remarks and the manner of communication should be recorded in the personal file. Acknowledgements should be obtained in all cases and filed in the confidential records.

8. *Representations against adverse remarks.*—Adverse entries in confidential reports are not punishments under the Statutory Rules. No appeal therefore lies against such remarks. The reportee should however, be given an opportunity to make a representation against any remarks which have been communicated to him and which he feels are unjustified. Such representation should be made to the authority charged with the duty of scrutinising the Officer's confidential report within one month of the date on which the communication is received by the reportee. The Competent authority may however, at its discretion entertain a representation made beyond the time specified above, if there is satisfactory explanation for the delay. Representation should be couched in polite language and be objective and factual. False/groundless accusation or intemperate language will make the representing officer liable for disciplinary action.

9. The following procedure may be adopted in dealing with representations from the Government servants against adverse remarks communicated to them:

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

(ii) If it found that the remarks were justified and the representation was frivolous a note will be made in the confidential

(iii) If the competent authority feels that there is not sufficient ground for interference, the representation should be rejected and the Officer informed accordingly.

(iv) If he, however, feels that the remarks should be toned down he should make the necessary entry separately with proper attestation at the appropriate place of the report; the correction should not be made in the earlier entries themselves.

(v) 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 deserved expunction, he should record his findings in the confidential records. For this purpose he will make an entry in red ink with his signature, name and date stating that he had done so. But before taking such action, he should bring it to the notice of the Head of the Department or Office if he himself does not occupy that position. It is not correct to paste over the remarks expunged; they may merely be scored through.

(vi) The original representations or explanations against adverse remarks and the findings thereon should be kept in the Confidential Records.

(vii) There is no scope for correspondence between the reviewing officer, the reporting officer and the Officer reported upon except the representations made.

10. *Personal Data of Government employees.*—All future employees under the State Government except last grade servants on first appointment to Government service should furnish information in respect of their close relations in the pro forma E and it should be added to the C. R. of the employees concerned. Any change in the particulars given in the pro forma should be furnished by the Official at the end of each year to the Head of Office/Department where he is employed. The head of office/Department will incorporate the information in the C. R. and keep it up-to-date.

11. Confidential Reports on Officers on deputation to another Department or on foreign service with Government of India, other State Governments, Government owned companies, etc.—The Confidential reports on officers on deputation to another Department of higher authority should be continued to be maintained in the parent Department. In such cases the Reports should be prepared in duplicate by the Department where the official is on deputation and one copy

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12. *Confidentiality of their disposal.*—Can be given to a retired government service. No objection to giving and conduct.

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13. *Special Request*
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thereof sent to the parent Department and the duplicate retained by the custodian of the Department where he is on deputation. When the deputation is terminated all the duplicate copies of the reports on him should be sent to the parent department for custody.

In respect of Officers on service with the Government of India, other State Governments, companies etc., the confidential reports should be duly obtained from the Governments or Companies, as the case may be, and kept along with the Confidential Records on the Officers.

12. *Confidential reports on retired and deceased Officers and their disposal.*—Confidential reports or copies thereof should not be given to a retired officer or a person who has relinquished Government service. But if a request is received there is no objection to giving him an objective testimonial based on his work and conduct.

The confidential record relating to a deceased officer may be destroyed after a period of two years from the date of his death and that of a retired Government servant after five years from the date of retirement.

13. *Special Reports.*—(i) Special reports may be called for at any time on the work of any officer. Such reports should be submitted through the prescribed channels but need not be recorded in the form for annual confidential reports and should be confined to the question or questions raised.

(ii) A superior officer may, at any time, of his own accord forward a report on an Officer working under him should be considered that the conduct of an Officer makes such action necessary. Such reports should also be submitted through the prescribed channels.

(iii) Any special reports required about an Officer's fitness for promotion or about his conduct may be included in the confidential report at the discretion of an Officer in whose custody the confidential file is kept.

14. *Date of submission.*—The reporting officer will forward the annual report on his subordinate by the first February following the year reviewed (and the half-yearly reports by the 1st February and the 1st August following the half year) and the successive authorities should pass on the report with their remarks to the next higher authority within one week of its receipt by them. In the case of All India Service officers the reporting officer will furnish

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the report within one month of the expiry of the period of report. All such reports shall reach Government within three months of the expiry of the period of report. This time limit has to be strictly followed and the confidential reports in final form should be made ready by the end of February.

15. *Register to watch disposal of reports.*—A register in the following form shall be maintained by all Heads of Offices and Secretaries to Government to watch the timely receipt of confidential reports and their final disposal by the prescribed dates:

**Register to watch the receipt and disposal of
Confidential Reports**

Serial number	Name of officer to be reported upon	Designation	Duc date	Date of receipt	Date when sent to Secretary to Government or Minister or officer concerned	Adverse remarks, if any, communicated	Remarks
1	2	3	4	5	6	7	8

16. *Miscellaneous—(i) Restriction in handling.*—Custodian Officers should ensure that subordinates in administrative posts do not have access to the confidential reports on themselves, their seniors or of officers of equal rank.

(ii) *Open certificates.*—Except as provided in para 12 above open certificates by superior officers should on no account be issued to subordinate officers.

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FORM A

(See Instruction 2)

GOVERNMENT OF KERALA

Annual Confidential Report on Gazetted Officers for the year 19.....

1. Name of officer.....Date of birth.....
2. Appointments held during the year (with dates)) and pay and scale of pay
3. Total period including the period under report, that the officer has worked under the reporting officer
4. General qualifications for post held including any special or technical and professional attainments
 - (i) Health and physical capacity
 - (ii) Conduct
 - (iii) Personality and bearing
 - (iv) Intelligence
 - (v) Promptness, enthusiasm and initiative
 - (vi) Application
 - (vii) Aptitude
 - (viii) Knowledge of work: special reference should be made to ability to note and draft in regard to officers of the Secretariat
 - (ix) Impartiality
 - (x) Integrity
 - (xi) Judgment
 - (xii) Self-reliance—whether opinionated—confident of ability and receptive to ideas
 - (xiii) Willingness to assume responsibility
 - (xiv) Capacity for decision-making

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