

CHAPTER-VIII
CONFIDENTIAL REPORTS, ETC.

8 Confidential Reports: The instructions regarding confidential Reports on the Assistant Audit Officer/Section Officer/Sr. Auditor/Auditor and other clerical staff are contained in Para 10.11(10.11.1 to 10.11.16) of the CAG's M.S.O. (Admn) Vol. I.

The instructions in regard to the preparation and submission of Confidential Reports on Gazetted officers are given in Para 3.30.1 & 3.30.2 (i), (ii), (iii) of the CAG's M.S.O. (Admn) Vol. I.

8.1 Confidential Reports of Group 'B' and Group 'C' employees of Indian Audit and Accounts Department shall be written up in the forms given in the CAG's M.S.O. (Admn) Vol. III for each financial year or part thereof.

8.2 Self appraisal not necessary for a period less than three months: The Reporting/Reviewing Authority can write/review the confidential report of an officer if it has at least an experience of three months of work and conduct of the officer reported upon. The officer reported upon need not submit his self-appraisal if the period of observation of his work and conduct by the reporting/reviewing authority is less than three months.

(Authority: D.G., P&T, Lr. No. 27/3/80-vig.II, dated the 11th September, 1980, issued in consultation with Dept. of per.)

8.3 Reports of retired and deceased officers: Confidential reports of copies thereof should not be given to a retired officer or anybody who has otherwise relinquished Government service. However, on request from such a person, there should be no objection to the issue of an objective testimonial based on his work and conduct.

Confidential reports 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, five years after his date of retirement.

(Authority: C.S.,O.M. No. 51/5/72-Ests. (A) dated 20.5.1972.)

8.4 Communication of adverse entries:

- i) It is the duty of every Reporting Officer not only to make an objective assessment of his subordinate's work and qualities, but also to give him at all times the necessary advice, guidance and assistance to correct his faults and deficiencies. It is, therefore, necessary that every Government servant should know what his defects are so that he could try to remove them. It has been provided that all adverse entries in the confidential report, both on performance as well as basic qualities and potential and also remediable and irremediable defects, should be communicated to the Government servant concerned.
- ii) The communication should be in writing and by the Reviewing officer or by the Reporting officer in case there is no Reviewing Officer.
- iii) Great attention is to be paid to the manner and method of communication. The memo should be couched in such a language as it does not produce a sense of resentment in the officer receiving it, but he takes it as a chance to try and improve himself in respect of those defects. If there are any good points worth mentioning in praise of the Government Servant, such as his having made efforts to remedy or overcome defects pointed out in the earlier report, the same should also be mentioned along with communication of the defects.
- iv) A copy of the communication with the official's acquaintance should be kept in the CR Dossier. The fact of communication should also be recorded in the report itself, by the authority communicating the same.
- v) While communicating the adverse remarks, it is not normally necessary to disclose the identity of the officer who made the adverse remarks.
- vi) Remarks about physical defects noted in the confidential report need not be communicated.
- vii) The grading of the officer done on the basis of general remarks in the report should not also be communicated, even if it happens to be adverse.
- viii) Adverse remarks are to be communicated within a period of one month from the date they are recorded, which should in turn be done within one month of the expiry of the report period.

- ix) While communicating the adverse remarks to the Government servant, the time-limit prescribed, viz., one month, within which representation is to be submitted, should be specifically brought to his notice.

8.5 Personal Files: In order to have a complete record of service of members of this office in one self contained file; a personal file should be maintained by the Section Officer /Assistant Audit Officer (Admn) &Estt. for each member of this office in which all papers, orders etc. relating to him should be chronologically filed. Casual leave applications should be filed in a separate file to be maintained by each Section.

8.5.1 The personal files will also be very useful for recording important mistakes and omissions on the part of particular persons, and for SOs/AAOs/AOs in writing up confidential report. The outward letters regarding members of this office of which copies should be kept in personal files be numbered under the file heading miscellaneous.