

Copy of circular letter No. 3498-ASI/66, dated 2nd April, 1966 from the Chief Secretary to, Government, Punjab to the All Heads of Departments etc., etc.

Subject : — Confidential reports—consolidated Instructions regarding IInd amendment of 1963—overall assessment.

I am directed to invite a reference to paragraph 3 of the Punjab Government letter No. 126-ASI-64/2377, dated the 17th January, 1964, in which the following addition was made at the end of paragraph 10 of the consolidated instructions contained in Punjab Government circular letter No. 2334-ASI-60/15108, dated 3rd May, 1960—

“To facilitate this task grading should be done by the reporting officers. A column for overall assessment should be provided in the form so that the year's work is assessed and graded in the recognised categories namely ‘A plus’ (outstanding, ‘A’ (very good), ‘B’ plus (Good), ‘B’ (Average) and ‘C’ (below average)”

It has come to the notice of the Government that column for overall assessment has not been provided by some of the Departments in their confidential report forms with the result that the overall assessment of the officers is not indicated by the reporting authorities at the time of recording annual confidential reports. It has further been noticed that even where this column for overall assessment has been provided in the report forms, the reporting authorities do not indicate the overall assessment of the officers reported upon. This necessitates the return of confidential reports to the reporting authorities for indicating the overall assessment. As a result the confidential reports are delayed considerably and various matters, which has to be decided on the basis of those confidential reports have also to be kept pending. In order to avoid such eventualities, I am to request that the column for overall assessment should be provided in the form of confidential reports where it has not already been provided and the grading of an officer should be indicated in the said column invariably.

2. I am to request that these instructions be brought to the notice of all concerned for information and strict compliance.