

Confidential.

MEMO. NO. V/C1-1021/58—13424-A

GOVERNMENT OF BIHAR APPOINTMENT DEPARTMENT

To

All Departments of Government.  
All Heads of Departments.  
All Divisional Commissioners.  
All District Officers.

*Dated the 11th November, 1958/20th Kartika 1880.*

**SUBJECT.—Annual Confidential Reports on Gazetted Officers.**

Government have observed that although instructions were issued from time to time there is much confusion over preparation and maintenance of annual confidential reports and communication of adverse remarks. A large percentage of these reports are recorded indifferently and prove to be useless for all practical purposes. The undersigned is, therefore, directed to emphasise some of the important aspects of the existing instructions and to convey certain additional instructions as below :—

**(I) RECORDING OF ANNUAL REPORTS.**

2. Annual confidential reports are recorded for the period 1st April to the 31st March. Ordinarily, no report is required on a Government servant who has served under the reporting officer for less than four months. Certain special reports for short periods, as for instance, training in A. T. S. or in Secretariat, have to be entered in Character Rolls. A reporting officer, who goes on long leave or transfer, after holding charge of a post for more than six months in the course of a reporting year, should record remarks, which will be incorporated in the annual confidential reports on the subordinate officers; if the period is shorter than six months, notes on individual officers should be left for the successor.

3. Reports should be recorded on the prescribed forms. The gradation number of the officer given in the latest edition of the Civil List, the post held by him, and in case he held more than one post during the reporting year, the exact period (with dates) during which he held particular posts must be mentioned clearly and accurately. The report should invariably give the name and designation of the reporting officer also. A specimen of the form used for officers of the I. C. S., the I. A. S., the Bihar Civil Service (Executive Branch) and the Junior Civil Service is attached—Appendix A. Different departments may prescribe forms suited to their requirements. These forms, like the specimens, should indicate generally the points to be covered by the report. For technical services the administrative department should devise special columns, covering professional and technical qualifications; but every report should include a general assessment of the officer reported upon.

4. Appendix B and Appendix C set forth separately for the officers working in the Secretariat and outside, details of the reporting officers at different levels and the officers reported on. The principle underlying this hierarchical system is that annual confidential remarks are recorded only by those who come in direct and intimate contact with the officers reported on. Ministers record annual confidential remarks only on officers working in the Secretariat, Heads of Departments and Divisional Commissioners. The annual confidential remarks on the work of officers of the All-India Services, the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service, whose services are placed at the disposal of different Departments of Government and who are employed in the districts under such Departments, should be recorded only by the District Officers and the Divisional Commissioners who ever they see the work of such officers. The Departments of Government and Heads of Departments under whom such officers are on deputation should not record annual confidential remarks on the work of such officers. The Departments of Government will however, continue as hitherto to record annual confidential remarks on the work of officers of the above services who are employed under those departments in the Secretariat and attached offices.

5. If any Department of Government come to know of any instance of any particularly good or particularly bad work on the part of an officer of the above Services employed under such departments, they may, as in the past send a special report to the Appointment Department for incorporating it in the officer's Character Roll.

6. In accordance with Rule 28 (a) (xiii) of the Rules of Executive Business, annual confidential reports on officers appointed by the Secretary of State or of the All-India Services, all Secretaries and Additional Secretaries to Government and the principal Heads of Departments, namely, Commissioner of Commercial Taxes, Commissioner of Excise, Commissioner of Labour, Chief Conservator of Forest, Chief Engineers, Director of Public Instruction, Director of Agriculture, Director of Industries, Director of Health Services, Inspector-General of Police, Inspector-General of Prisons, Inspector-General of Registration, Registrar, Co-operative Societies, Director of Animal Husbandry, State Transport Commissioner and Director of Gram-Panchayats must be submitted to the Chief Minister through the Chief Secretary before they are placed on the Character Rolls.

7. Reports should be based on personal knowledge. The report for a particular year should not take into account the work and conduct of the officer reported on in a previous year or at a different station. Where a report is not based on direct personal knowledge, but on some other officer's estimate, such as a note left by the predecessor, or on matters which come to light during inspection of an officer's work after his transfer, the fact should be mentioned.

8. The essential point to be kept in view in reporting on an officer is that reports should be so full as to bring out clearly his qualities, merits as well as defects and provide adequate material for forming a correct and definite judgment as to how the services of the officer may best be utilised. As an officer's record is built up over the years, it should be possible to assess from the Character Report his personality, character and integrity, his abilities as well as shortcomings. The record should faithfully mirror him as a public servant. Vague remarks like "promising", "satisfactory" or "not up to the mark" are not useful. Points requiring special notice are industry, intelligence, soundness of judgment, integrity, physical health, power of control and supervision, tact, manners, relations with fellow officers and the public. To avoid overloading of the report, particular instances of good or bad work need not ordinarily be given.

9. Reporting officers should try to know personally the work of those officers on whom they have to write reports. The reporting officer's lack of knowledge about his subordinate's work, which is a sign of inadequate supervision, is the biggest single factor responsible for such a large percentage of annual confidential reports being of so little use. Before writing a report, say on an administrative officer, the Reporting Officer should consult the returns which show whether he has carried out the prescribed inspection of his office and subordinate offices, whether his touring has been adequate, whether the collection of rents etc., has been up to the mark, whether the progress of his block has been satisfactory. Government would appreciate a clear picture, rather than too vague and generally an impression which these reports tend to convey. He should also keep a note-book in which during his tours he should make brief notes on the individual officers whose work he sees; they will be of help at the time of the writing of character-rolls in recording a just and comprehensive report based on personal knowledge.

10. The annual confidential report must be fair and objective. It must be a properly balanced report. The reporting officer must exercise deliberate care in writing the remarks. Personal prejudices for or against a subordinate officer should be scrupulously kept out. Adulation or praise in superlative terms where it is not due, as also derogatory abusive terms giving vent to one officer's dislike of another, should find no place in these reports. Impartiality and candour are expected of a reporting officer; but restraint and caution are also necessary, particularly in writing about officers of the 'district' rank or above, or if an officer's integrity and good reputation are to be called in question.

11. While mentioning an officer's defects in the annual report, the reporting officer should state explicitly whether during the year, the attention of the subordinate officer was drawn to the defects,

Superior officers are expected to supervise the work of their subordinates, and correct them when they go wrong. This is as much their personal responsibility as any other duties. Minor failings corrected at the time should not encumber these reports. If the subordinate officer has made genuine attempts to remedy the defects, that should also be noted. Government would then have an up-to-date appreciation of officer's work and the officer would know that his efforts to improve had not passed unnoticed. If pending enquiries are mentioned in the annual report, the final result of the enquiries should be intimated to Government in due course for appropriate entry in the Character Roll.

12. If an annual report is incomplete or obscure, it will be returned by the officer to whom the report is submitted to the reporting officer for completion or clarification as the case may be.

## (II) COMMUNICATION OF ADVERSE REMARKS.

13. Adverse remarks recorded in the annual report on an officer should be communicated to him so that he may know his defects and try to cure them. But the name or designation of the reporting officers must never be communicated. The communication should be made promptly within three months of receipt of the report by the authority who orders communication. All adverse remarks whether about remediable or about irremediable defects, should be communicated because it is difficult in practice to differentiate between the two. Remarks which have no finality but in which judgement is suspended, should not be communicated. Remarks which indicate that the officer has tried to remedy defects which were pointed out to him in a previous year should also be communicated.

14. The form of a communication should be suited to the temperament of the officer reported against, the idea being not to hurt him but to help him. When an adverse remark has to be communicated, the substance of the whole report, including favourable and unfavourable remarks, should be communicated. For this purpose, it is sometimes necessary to edit the remarks before communication. Minor faults which find mention in the reports may be pointed out orally by the superior officer. But grave defects should be brought to the officer's notice in writing by the Head of the Department personally.

Proposals to communicate adverse remarks to officers of the Secretary of State or the All India Services or of the State Services must be submitted to the Chief Minister, through the Chief Secretary; a reference is invited to Rule 28 (a) (viii) of the Rules of Executive Business.

An exception has been made in case of officers of the Bihar Junior Civil Service. The Divisional Commissioner will communicate adverse remarks in the form determined by him to Sub-Deputy Collectors working under him. In the case of Sub-Deputy Collectors, who are on deputation to other Departments and whose work is not seen by a Divisional Commissioner the Head of the Department will communicate adverse remarks in a form determined by him to the Sub-Deputy Collector concerned.

In case of officers of the State Services on deputation to a Department, the adverse remarks is to be communicated through the parent Department.

The Commissioners and Heads of Departments, as the case may be, entrusted with the communication of adverse remarks to Sub-Deputy Collectors, should forward to the Appointment Department by the 15th September every year, a statement, in duplicate, of the names of Sub-Deputy Collectors to whom adverse remarks have been communicated and the form in which these communications have been made.

15. An officer may make a representation against an adverse remark. Where an adverse remark is found to be really unjustified it may be suitably modified, or expunged. Proposals to modify or expunge adverse remarks on officers of the State Services must be submitted to the Chief Minister under Rule 28 (a) (viii) of the Rules of Executive Business. Unless there are exceptional reasons for doing so, Government do not generally expunge or modify adverse remarks. A confidential report is not a charge-sheet which the reporting officer must substantiate with facts and figures. If, after examination of a representation against adverse remarks, it is found that the remarks were justified and representation was frivolous, a note will be made in the Character Roll of the representationist that he did not take correction in good spirit.

### (III) MAINTENANCE OF CHARACTER ROLLS.

16. A record of the annual confidential remarks on each Government servant is kept in his "Permanent Character Roll". The parent Department maintains the Character Roll of an officer on deputation outside the department. Where only one copy of the Character Roll is maintained, the remarks of all the reporting officers are entered in original. Where several copies of the Character Roll are maintained the original remarks are preserved separately. To safeguard against loss, it is desirable to maintain more than one copy of the Character Roll. A reporting officer should not keep copies of annual report recorded by him, unless he is also the authority which keeps custody of the Permanent Character Rolls.

17. Character Rolls should be kept up-to-date and Departments of Government should ensure that whenever pending enquiries are mentioned in Character Rolls, the final results of the enquiries are also duly entered. Whenever any penalty under the appropriate disciplinary rules is inflicted on an officer, a record of it should be made in the Character Roll and any modification made subsequently should also be entered. When parts of an annual report are expunged or modified, the words which are to be deleted should be pasted over or scored through so that they cannot be read, and a reference to the number and date of the order modifying or expunging the remarks should be given on the margin.

### (IV) GENERAL.

18. The basis for an annual report which impugns the honesty of a gazetted officer should be carefully verified, by reference to the reporting officer himself before the report is entered in the Character Roll. When there is suspicion but not any proof, enquiries should be initiated but no entry should be made in the Character Roll.

19. To make officer realise the importance of prompt disposal of corruption cases, a note should be made in the annual report on every Head of an office and every Head of Department, stating whether he took interest in eradicating corruption and handled corruption cases with promptness and efficiency, or whether he was particularly remiss in these matters.

20. When a report is built up on the individual opinions of different departmental superiors in gradation, the opinion expressed by the highest of these authorities shall prevail. When there is a difference of opinion between two or more reporting officers of equal rank and the contradiction is not resolved by a superior officer, Government in the department concerned will decide whose opinion should be accepted. Thereafter the remarks of all the reporting officers in full, along with Government's decision, will be recorded in the Character Roll.

21. These confidential reports should not be referred to by tribunals or other bodies dealing with disciplinary cases till after they have arrived at their findings on the charges framed, when a reference to the Character Roll may be useful to assess the penalty.

22. Every Secretary to Government should furnish a certificate to the Chief Secretary by the 31st July each year that entries for the preceding year have been made in the Character Rolls of all the officers serving under his Department. The Heads of the Departments should furnish similar certificate to the Secretary to Government concerned by the 30th June and Heads of officers should furnish such certificates to their Heads of the Departments by the 31st May.

23. Secretary to Government, Heads of Offices/Departments will be personally responsible for strict compliance with the above instructions. They should take appropriate departmental action, if any subordinate officer fails to carry out these orders.

24. The Departments of Government are requested to examine immediately how far their instructions governing the preparation, etc., of annual confidential reports require modification in the light of the principles set forth above, and take necessary action in the matter.

By order of the Governor of Bihar,  
M. S. RAO

Chief Secretary to Government.

## APPENDIX 'A':

*Form of character-roll of officers of the Indian Civil Service, Indian Administrative Service, Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service employed on General Administration.*

Name of the officer with the serial number in the current Civil List	Station of posting and period of report.	Nature of employment	GENERAL ADMINISTRATION REPORT		JUDICIAL REPORT		Special report, if any.
			Collector	Commissioner	District Magistrate	District and Sessions Judge.	
1	2	3	4	5	6	7	8
			Remarks on Revenue work	Remarks on Revenue work			

**Reporting Officer should carefully observe the following instructions in the preparations of annual confidential reports.**

- (1) (a) It is not necessary for the reporting officer to indicate that his opinion is based on personal experience as this is normally presumed. If however a report is not based on personal experience the reporting officer should mention that his opinion is based not on his personal experience of the officer reported upon but on an estimate made by another officer or on matters which came to his knowledge while he was inspecting the officer's work after his transfer, as the case may be.
- (b) Officers who have held charge of a post for more than six months should, when going on long leave or transfer leave for their successors reports on the officers employed under them; and these reports should be incorporated in the annual reports together with the reporting officer's own opinion.
- (2) *Column 2*—Ordinarily remarks should not be recorded on an officer who has served under the reporting officer for less than four months. If the reporting officer considers that he is in a position to record his opinion about an officer, who has worked under him for less than four months, he may do so but he should exercise great care in framing his report, particularly in recording an adverse remark. The report for a particular year should not be based on the work or conduct of the officer reported upon in some previous year or on information gathered while either the reporting officer or the officer reported upon was working elsewhere :

Provided that if a reporting officer inspects the work of an officer, who had served under him for less than four months, or who had not served under him at all and comes across material which shows that the officer had worked remarkably well or particularly badly, he should make an observation to this effect in the annual confidential report. If such material relates to a previous year, a separate report should be sent to Government, who will enter the report in the officer's character-roll against the particular year.

- (3) *Column 3*.—Here indicate briefly, but as precisely as possible, the nature of duties on which the officer reported upon had been employed during the period covered by the report. In particular, it should be mentioned in the case of a junior member of the Indian Administrative Service or a member of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service whether the officer had been primarily employed on judicial or executive work. If the work on which the officer was employed was specially important or arduous, the fact should be stated.
- (4) *Columns 4 and 5*.—The reporting officer should attempt to give his opinion on the following among other points :—

- (a) A general estimate of the character and conduct of the officer reported upon, which should cover such points as his capacity for work, punctual attendance, promptness in correspondence and regularity in submission of prescribed reports and returns, tact, common sense, energy, intelligence, temper, physical health and his relations with members of the public and fellow officers. While dealing with the officer's relations with the public, it should be indicated whether the officer had been courteous and tactful or otherwise and whether he had shown a proneness to earn popularity or favour by sacrificing his independence of judgment.
- (b) Where the officer had been employed in departments involving outdoor work the report should indicate whether he had planned his tours intelligently and had been active and energetic and had a working knowledge of the language of the district.

- (c) It should be indicated whether the officer reported upon had exercised good control over the departments placed in his charge and over officers and staff subordinate to him. For example, it should be mentioned whether he had been particularly soft or particularly harsh in dealing with his subordinates or whether he had dealt with them in a just and judicious manner.
- (d) Whether he has special aptitude for any particular class of work, for instance, for outdoor work, or the kind of work which an officer is required to do in the Secretariat.
- (e) When a Subdivisional Officer or a Deputy or Sub-Deputy Collector had been employed on Supply and Price Control work the reporting officer should record his opinion on the quality of his supply work and the general reputation enjoyed by him in this work.

*Report on revenue work—*

- (a) Remarks on revenue work should be entered immediately under the general administration report under a separate sub-head as indicated in columns 4 and 5 above. Unless an officer had been employed mainly on revenue duties, such as Zamindari abolition work, management of Khasmahal and Wards Estates, trial of rent suite certificate and land registration cases, cess revaluation, survey and settlement etc, it is not ordinarily necessary to enter any remarks under this sub-head if a full report on his general administration work has already been recorded.
- (b) When the officer reported upon had been employed mainly on revenue duties involving outdoor work the report should indicate whether he had planned his tours intelligently and had been active and energetic.
- (c) Where the officer was employed on trial of revenue cases it should be stated whether he had been prompt in the disposal of such cases. A general appreciation of his judgment should be given and any comments, favourable or unfavourable by appellate Courts should be mentioned.
- (5) *Columns 6 and 7*—It should be stated here whether the officer reported upon had been prompt in the disposal of cases and a general appreciation of his judgment should be given and favourable or unfavourable comments by appellate Courts should be mentioned.
- (6) *Column 8*—This column is intended for entry of remarks which cannot appropriately be entered under any other heading as for instance in the case of Subdivisional Officers and other officers with independent or semi-independent charges, a reference may be made here to the manner in which he had dealt with particularly difficult situations which may have arisen during the period under report, e. g. communal and agrarian trouble, food scarcity, floods etc, or with specially important problems, such as a Census or General Election.

Mention should also be made in this column of the interest which the officer reported upon had taken in development activities, such as organisation and running of Co-operative Societies and Gram Panchayats or in welfare work such as welfare of the Scheduled Tribes and the Schedule Castes.

Instances of remarkably good work, or flagrant instances of bad work in matters of real importance should also be mentioned in this column.

- (7) While reporting on a Deputy Collector of 3 year's service and over, it should be indicated whether the reporting officer considers him fit to act as Subdivisional Officer, and when reporting on Deputy Collector already employed as Subdivisional Officer, it should be indicated whether he is fit to continue in that post. The report should not contain any other mention about the suitability of the officer reported upon for promotion to a higher service or selection appointment.

## APPENDIX B.

Procedure for recording confidential remarks on officers in the Secretariat, attached offices and on deputation.

Designation of officers reported upon	Reporting authorities	Remarks
1. Member of Board of Revenue and Additional Member of Board of Revenue.	Minister-in-charge of Revenue Department	Minister-in-charge Revenue will be requested by the Appointment Department to record his remarks on the work of the Member and Additional Member of Board of Revenue after 31st March.
2. Commissioners of Divisions.	Member and Additional Member of Board of Revenue. Chief Secretary and Ministers.	Member, Board of Revenue, will forward direct to the Appointment Department a report on each Commissioner annually by the 15th May. The Additional Member Board of Revenue will put up his remarks to the Revenue Minister and after the Revenue Minister has made any observations that he may wish to the Additional Member will forward the remarks along with the Revenue Minister's observations to the Appointment Department by the 15th May (the Additional Member is to record his remarks on the Divisional Commissioners on the revenue side barring the work which goes to the Member.) The Chief Secretary will put up draft remarks to the Chief Minister based on the remarks received and his own opinion. The draft as approved by the Chief Minister will be circulated to the other Ministers. Finally, the Chief Minister will decide what should be recorded in the character-roll of each officer.
3. Chief Secretary Additional Chief Secretary, Development Commissioners and Relief Commissioner.	Chief Minister	Appointment Department will submit forms for annual remarks to the Chief Minister to record his remarks by the 15th May each year.
4. (a) Secretaries and Additional Secretaries not concerned with development programme.	Minister-in-charge of the Department concerned and the Chief Secretary.	The Department concerned will put up forms to the Minister-in-charge who will record his remarks and forward them to the Appointment Department by the 15th May each year. The Secretary will then record his remarks.
(b) Secretaries and Additional Secretaries concerned with development programme.	Reporting officers named in (a) above and Development Commissioner	Minister in-charge and Development Commissioner will record their remarks separately and send them to the Appointment Department by the 15th May. The Chief Secretary will then record his remarks.
5. Joint Secretaries, Deputy Secretaries, Under Secretaries and Assistant Secretaries to Government.	Minister in-charge and Secretary to Government in the Department concerned and Chief Secretary.	The Secretaries of the Department concerned will record their remarks and submit them to the Minister in-charge for recording his remarks. They will then be forwarded to the Appointment Department not later than the 15th May each year. Chief Secretary will then record his remarks and Appointment Department will forward copies of remarks to the Secretaries concerned in respect of the officers whose character-rolls are not maintained in the Appointment Department.



Designation of officers reported upon.	Reporting authorities.	Remarks.
6. (a) Heads of Departments not concerned with the execution of development programme.	Minister in-charge and Secretary to Government in the Department concerned.	The Secretary concerned will record his remarks first and then put up to the Minister-in-charge of the Department for recording his remarks. The remarks on officers borne on the cadre of I. C. S. or I. A. S. or State Civil Service (Executive Branch) will be forwarded to the Appointment Department by the 15th May. Remarks on other officers will be maintained by the Secretaries concerned. Also please see paragraph 6 of the letter.
(b) Heads of Departments concerned with the execution of development programme.	Reporting officers named in (a) above and Development Commissioner	The procedure in (a) above will be followed. The Development Commissioner will record his remarks separately and send them to the Secretaries concerned.
7. Commissioner of Excise.	Minister-in charge and Member of the Board of Revenue.	The Member of the Board of Revenue will record his remarks and forward them to Revenue Department for being put up to the Minister in-charge. The remarks will be forwarded to the Appointment Department by the 15th May every year.
8. Inspector-General of police.	Chief Minister and Chief Secretary.	The Chief Secretary will record his remarks and put up to the Chief Minister.
9. Joint, Deputy and Additional Deputy Development Commissioner and Assistant Development Commissioner (Headquarters)	Chief Minister (except in the case of Assistant Development Commissioner) Chief Secretary and Development Commissioner.	The Development Commissioner will record his remarks and forward them to the Appointment Department by the 15th May each year. Chief Secretary will then record his remarks and submit to Chief Minister to record his remarks.
10. Officers on special duty to Government.	Minister in-charge and Secretary to Government.	Secretary to Government will record his remarks and put up to the Minister in-charge to record his remarks (He will then send the remarks by the 15th May to the Department under whose administrative control the officer is permanently placed.)
11. Secretary, Bihar Legislative Assembly and Secretary, Bihar Legislative Council.	Speaker or Chairman, as the case may be.	
12. Secretary to Governor and Secretary to Chief Minister.	Governor or Chief Minister, as the case may be.	Appointment Department will obtain the remarks by the 15th May every year.
13. Any officer on deputation to Union Government or on Foreign Service.	Reporting authorities Prescribed by Union Government or the foreign employer, as the case may be.	The remarks if any, will be entered in the character roll as and when received by the State Government.

## APPENDIX C

Designation of Officers reported upon	Reporting authority	Remarks
1, (a) Officers of the Indian Administrative Service, the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service employed on the work of General Administration.	(i) District Magistrate (ii) District Judge (iii) Divisional Commissioner.	The District Magistrate should send his remarks to the Commissioner not later than the 15th May each year. After recording his own remarks the Commissioner should forward the reports in duplicate to Government not later than the 1st June every year. The District Judge will record his remarks only on the Judicial work of the officers. District Magistrate and District Judge should submit their remarks on the Judicial work in duplicate direct to Government by the 15th May each year.
(b) Such of the above officers whose services are placed at the disposal of different departments of Government and whose work is seen by the District Magistrate or Divisional Commissioner.	(i) District Magistrate (ii) Divisional Commissioner.	Same as above. The Divisional Commissioner should forward copies of his annual confidential remarks direct to the Appointment Department by the 1st June every year. At the same time the Divisional Commissioner will forward one copy of the annual confidential remark on these officers, working under different Departments to the Departments concerned for information.
2. Development Officers of District rank.	(i) District officer. (ii) Divisional Head of the Development Department concerned. (iii) Divisional Commissioner. (iv) Head of the Department concerned.	The District Officer will forward his own remarks to the Divisional Head of the Development Department concerned by the 1st May. The Divisional head after recording his own remarks will forward them along with the District Officer's remarks to the Divisional Commissioner by the 15th May. The Divisional Commissioner will forward the remarks along with his own remark to the Head of the Department concerned by the 31st May. The Head of the Department will then forward the remarks to the Administrative Department by the 30th June.

**GOVERNMENT OF BIHAR  
APPOINTMENT DEPARTMENT**

Memo No. V/CI-1021/58A-14517 Patna-15 the 6th December, 1958.

To: All Departments of Government  
All Heads of Department  
All Divisional Commissioners  
All District Officers.

Subj:—Annual Confidential Reports on Gazetted Officers.

The undersigned is directed to refer to the instructions contained in paragraph 4 of Appointment Department letter no. 13424A dated 11th November, 1958 where in it is laid down that the Departments of Government and Heads of Departments should not record annual confidential remarks on the work of the officers of the All India Services, the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service who are employed in the Districts under such departments and that the remarks should be recorded only by the District Officers and Divisional Commissioners where-ever they see the work of such officers. In partial modification of these instructions Government have been pleased to decide as follows:—

(i) In the case of District Land Acquisition Officer the District Officers should record their annual confidential remarks and forward them to the Director of Land Acquisition who will record his remarks and send them to the Commissioner of the Division. The Commissioner, after recording his remarks will send them to the Revenue Department but where a member of the Bihar Civil Service (Executive Branch) or the Bihar Junior Civil Service is concerned the remarks will be sent to the Appointment Department.

(ii) The same procedure would be adopted for the Gram Panchayat Officers on whom the Director Gram Panchayat, records remarks and also in regard to the Welfare Department where the Deputy Secretary who is ex-officio Director for the field work, records annual remarks.

Sd/-K.K. Srivastava,  
Deputy Secretary to Government.

**GOVERNMENT OF BIHAR  
APPOINTMENT DEPARTMENT**

**Confidential**

Memo No. V/CI-106/59A-5064

Patna the 14 April, 1959.

To

All Departments of Government.

Subject:—Annual confidential reports Representation against Adverse Remarks.

The undersigned is directed to refer to the instructions contained in para 15 of Appointment Department Confidential Memo No. 13424-A. dated the 11th November, 1958 under which an officer may make a representation against an adverse remarks entered in his character Roll. Government have decided that an officer making such a representation must do so within six months of the communication of the remarks to him. Ordinarily, representations submitted to the immediate superior authority after a lapse of six months should be summarily rejected by the authority competent to pass final orders on such representations. In reality exceptional cases however, the time limit may be relaxed at the direction of the said competent authority at the time of communicating adverse remarks to the officer concerned, the communicating authority should carefully enter in his record the date of doing so and wherever possible, obtain an acknowledgement from the officer concerned.

2. These instructions may be brought to the notice of all subordinate officers.

3. Copies are being forwarded direct to all Heads of Departments, all Commissioners of Divisions and all District Officers with a request to communicate these instructions to the officers subordinate to them.

Sd./-K. K. Srivastava.

Deputy Secretary to Government.

Memo No. 5064

Patna the 14th April, 1959

Copy forwarded to all heads of Deptts./Commissioners of Divisions/District Officers for information and necessary action.

By order of the Government of Bihar,  
Sd./-K. K. Srivastava,  
Deputy Secretary to Government.

Confidential

No. V/C1-103/59-5591-A  
Government of Bihar  
Appointment Department

From

Shri K. K. Srivastava, I. A. S.  
Deputy Secretary to Government

To

All Secretaries to Government  
Development Commissioner, Bihar,  
Patna, the 27th April, 1959.

Subject :— Supply of one copy of the annual confidential remarks on Deputy Collectors and Sub-Deputy Collectors to the Board of Revenue.

Sir,

I am directed to say that one set of the character rolls of all the Deputy Collectors and Sub-Deputy Collectors is maintained by the Board of Revenue. I am, therefore, to request that one copy of the annual confidential remarks on Deputy Collectors and Sub-Deputy Collectors who are on deputation to your Department may kindly be sent to the Secretary Board of Revenue direct under intimation to this Department. Besides, the annual remarks should continue to be sent to Appointment Department in duplicate.

Yours faithfully,

K. K. Srivastava.

Deputy Secretary to Government.

Memo No. V/C1-103/59-5591-A

Patna, the 27th April, 1959.

Copy forwarded to all District and Sessions Judges/District Magistrates/Registrar, High Court of Patna, for information with the request that the copy of the remarks on Judicial work of Deputy Collectors and Sub-Deputy Collectors/Judicial Magistrates may also kindly be forwarded to the Board of Revenue, direct.

By order of the Government of Bihar,

Sd./-K. K. Srivastava

Deputy Secretary to Government.

Confidential

Memo No. V/C1-1014/59A.  
GOVERNMENT OF BIHAR,  
APPOINTMENT DEPARTMENT

To

All Departments of Government  
All Heads of Departments  
All Divisional Commissioners  
All District Officers.

Patna, the 29 April, 1960.

Subject :—Adverse remarks and procedure for dealing with them.

In Appointment Department's Confidential Memo no. V/C1-1021/58-13424-A dated the 11th November, 1958 (copy enclosed for ready reference) detailed instructions were issued about the preparation and maintenance of annual confidential reports. Government have observed that there is still much confusion over the manner in which remarks should be recorded in the annual confidential reports, about communication of adverse remarks and about the manner in which representations against adverse remarks are to be dealt with. The undersigned is, therefore, directed to draw your attention specially to some of the important points in the existing instructions and to convey certain additional instructions as below :—

2. The essential point to be kept in view in reporting on an officer is that the report brings out clearly his qualities, merits as well as defects and provides adequate material for forming a correct and definite judgement as to how his services may be best utilised. The report should be based on personal knowledge. It should be fair and objective. It must be properly balanced. Personal prejudices, for or against, should be scrupulously kept out. Adulation or praise in superlative terms, where it is not due, as also derogatory abusive terms giving vent to personal dislike should find no place in these reports. Impartiality and candour are expected of a reporting officer; but restraint and caution are necessary particularly when an officer's integrity and good reputation are to be called in question.

3. The superior officers and the Departments of Government should examine immediately on receipt of the report from the reporting officers how far the above instructions have been followed. If certain adverse remarks are manifestly unjust, prejudiced or incorrect, before entering those remarks in the Character Roll of the officer concerned, they should be referred back to the reporting officer for reconsideration with such observations as the superior officer or the Department of Government would like to make. If this is done, the superior officer and the Department of Government will be spared, in future, the trouble of attending to several representations against adverse remarks. The undesirable practice of having to expunge remarks will be also brought under control. Similar action may also be taken in the case of remarks which appear to be excessively laudatory.

4. It is possible that even after action is taken in the manner indicated in para 3 above, some representations will be made against adverse remarks. If such a representation is received, it is only when there is an aspersion in the adverse remarks, which is disproved by facts or when malice or pronounced bias is proved, that action should be taken either to expunge or modify the relevant portions of the remarks. Otherwise, even if the adverse remarks are a little too harsh, no action need be taken to modify them, because after all they are the personal impressions of the reporting officer. It is not proper to adopt a practice of allowing certain remarks to stand if they are considered unjust and, at the same time, to enter in the Character Roll certain other remarks by a superior officer or by the Department of Government to correct the wrong impression likely to be created by the reporting officer's remarks. In any case where after a judicious consideration of the facts it is considered that certain adverse remarks are manifestly unjust or incorrect on facts, the proper course would be to expunge the offending portion and to inform both the reporting officer and the officer reported upon of the action taken. It is, of course, of the greatest importance that in scrutinising any adverse remarks in this manner on a representation filed, the officers concerned should act like judges and very carefully refrain from importing any personal knowledge in making their own assessment.

5. It is also necessary that strict action should be taken in accordance with para 15 of Appointment Department's Confidential Memo no. V/C1-1021/58-13424-A. dated the 11th November, 1958 to restrict the tendency to file frivolous representations against adverse remarks. If after examination, it is found that the adverse remarks were justified and the representation was frivolous, an entry will be made under the orders of Government in the Character Roll of the representationist that he did not take the correction in good spirit.

6. I am to emphasise further that if the instructions in this letter are to be carried out successfully, punctuality in the submission of annual confidential reports on the work of subordinate officers is a prime necessity and, therefore, Government will take serious notice of any delays.

7. The above instructions may be brought to the notice of all reporting officers and the contents of para 5 to all gazetted officers.

(M. S. Rao)

Chief Secretary to Government.

Confidential

Memo No. V/C1-103/60 A-6319

Government of Bihar.

Appointment Department

To

All Departments of Government.

All Heads of Departments.

All Commissioners of Divisions.

All District Officers.

All Subdivisional Officers.

Patna, the 9th May 1960.

Subject :—Attempt on the part of Government servants to influence Government through non-officials in the matter of promotions, transfers, etc.

The undersigned is directed to invite attention to Shri B. N. Sinha's confidential letter no. 11/C5-102/53-974-A dated the 31st January, 1953 (copy enclosed 0 in which it was said that if after an enquiry, Government were satisfied that an officer attempted to influence Government through non-official in the matter of his promotion, an entry would be made in his Character Roll regarding his conduct. Government regret to find that the above circular has not had the desired effect of either eliminating or reducing to reasonable limits, what is commonly known as "Pairvi". On the other hand, there is evidence to show that "Pairvi" is on the increase and is being frequently resorted to by Government servants in matters such as transfers, promotions, discipline cases, etc. Government view this tendency with grave concern and have decided that, in future, if any case comes to their notice of an officer having attempted to influence Govt. by Pairvi in a personal matter concerning his promotion, transfer, etc. apart from making an entry in his Character Roll, which would prejudice his chances of any promotion, drastic disciplinary action will also be taken against him. This may be given wide publicity and brought to the notice of all officers subordinate to you for their guidance.

M. S. Rao,

Chief Secretary to Govt.

Copy of confidential letter no. 11/C5-102/53 A-974, dated Patna, the 31st January 1953, from Shri B. N. Sinha, Deputy Secretary to Govt. of Bihar, Appointment Department, to all Heads of Departments All Commissioners of Divisions and all District Officers (including the Additional District Magistrate, Saharsa and the Addl. Deputy Commissioner, Dhanbad.

"The undersigned is directed to say that a case has recently come to the notice of Government in which an officer has attempted to influence Government through some non-officials in matter of his promotion. After being satisfied that the officer had in fact made such an attempt, Govt. ordered an entry to be made in his character roll regarding his conduct, Govt. have decided that if any similar case comes to their tice in future, either an entry will be made in the Character Roll of the officer concerned, or some other suitable punishment will be awarded to him. This may be brought to the notice off all Officers subordinate to you for their guidance."

**TOP PRIORITY**

**NO, V/C1-1012/60A.  
GOVERNMENT OF BIHAR,  
APPOINTMENT DEPARTMENT.**

**From** R. A. Singh.  
Under Secretary to Government.

**To** The Superintendent,  
Press & Forms, Gaya.  
(Through the Finance Department)

**Consulted U/O**

Patna, the 21 Chaitra, 1883 (S)

**Subject :—** Schedule LIII-Form No. 85.

11 April, 1961.

Form of Character Roll of Officers of Indian Administrative Service, Bihar Civil Service (Executive Branch) and Junior Civil Service.

**Sir,**

I am directed to refer to your letter no. 10 dated the 1st April, 1961, and to forward a "Distribution List" for the supply of forms noted above to the officers indicated in the list.

2. As the recording of annual confidential remarks for the year 1960-61 is being held up for want of the prescribed form, I am to request that immediate steps may kindly be taken for the supply of the forms under intimation to Appointment Department. I am also to request you kindly to note for your future guidance that annual supply of the forms should be made to these officers according to the enclosed "Distribution List" so as to reach them by the end of February every year.

3. Receipt of this letter may kindly be acknowledged-

Yours faithfully,  
(R. A. Singh)

DNP. 11/4.

Under Secretary to Government.

Memo No. V/C1-1012/60A. 4640 Patna, the 21 Chaitra, 1883 (S)

11 April, 1961.

Copy with a copy of "Distribution List" forwarded to all District Officers/all Divisional Commissioners/all District & Sessions Judges including the Judicial Commissioner, Ranchi, for information and necessary action in continuation of Appointment Department Memo No. 3745-A., dated the 23rd March, 1961.

By order of the Governor of Bihar,  
(R. A. Singh)

Under Secretary to Government.

**DISTRIBUTION LIST**

Schedule LIII-Form No. 85.  
Form of Character Roll of Officers of Indian  
Administrative Service, Bihar Civil Service (Ex. Br.)  
and Junior Civil Service.

Sl. No. .	Name of officers	Number of forms to be supplied annually
1.	District Officer, Patna Gaya Shahabad Muzaffarpur Darbhanga Saran Champan Bhagalpur Monghyr Purnea Santhal Parganas Ranchi Hazaribagh	@ 900 (Nine Hundre. ) forms each

- |    |   |   |                                   |
|----|---|---|-----------------------------------|
| 2. | District Officer,<br>Palamau<br>Chaibasa<br>Saharsa<br>Dhanbad                  | } | @ 800 (Eight Hundred) forms each. |
| 3. | All the Commissioners of Divisions,   |   | @ 200 (Two Hundred) forms each.   |
| 4. | All the District & Sessions Judges including the Judicial Commissioner, Ranchi. |   | @ 200 (Two Hundred) forms each.   |
| 5. | Under Secretary to Government, Appointment Department, Old Secretariate, Patna. |   | 10,000 forms (Ten thousand).      |

**Confidential**

No. V/C1-1011/60A.

Government of Bihar,  
Appointment Department.

From

Shri B. K. Dubey,  
Deputy Secretary to Government.

To

All District & Sessions Judges,  
including the Judicial Commissioner,  
Ranchi.Patna, the 22 Chaitra, 1883 (S)  
12 April, 1961.

Subject:— Annual confidential reports for the year 1960-61 on Deputy Collectors and Sub-Deputy Collectors employed as Judicial Magistrates.

Sir,

I am directed to invite your attention to the instructions contained in High Court's letter no. 5364-78, dated the 17th June, 1960 (copy enclosed) on the subject of recording annual confidential remarks on the work and conduct of officers and to say that the instructions may kindly be kept in view while recording annual confidential remarks for the year 1960-61 on the work and conduct of Judicial Magistrate.

Yours faithfully,

Deputy Secretary to Government

Patna, the 22 Chaitra, 1883.

12 April, 1961.

Memo No V/C1-1011/60A 4670.

Copy forwarded to the Registrar of the High Court of Judicature at Patna for information with reference to court's letter no. 10653 dated the 13th October, 1960.

It may kindly be ensured that the annual confidential remarks for the year 1960-61 on the work of Judicial Magistrates are forwarded (in duplicate) to Appointment Department, by the 15th May, 1961, positively.

By order of the Governor of Bihar,  
( B. K. Dubey )  
Deputy Secretary to Government.

Kumar  
11/4



**Confidential**

No. 5364-78,

From

Sarju Prasad Singh, Esqr., B. A. B. L.,  
Registrar of the High Court of Judicature at Patna.

To

All District and Sessions Judges including the  
Judicial Commissioner of Chotanagpur, Ranchi.

Dated, Patna, the 27th June, 1960.

27.3.82.

Subject :— Annual Confidential Reports.

Sir,

I am directed to say that some of the Annual Confidential remarks recorded by the District and Sessions Judges on the work and conduct of the Officers working under them are noted below :—

“ Smart and intelligent ”

“ Fair, satisfactory ”

“ An Officer of average merit ”

“ A good judicial Magistrate ”

“ With more experience he should do well. ”

The court observe that these remarks are sketchy and inadequate and do not make a correct assessment of the Officer's sense of proportion, fairness, impartiality, punctuality in attendance, promptness in disposal of cases and correspondence, regularity in submission of reports and returns, health and personality, relation with members of the public, the bar and fellow officers and so on. Such remarks could have been avoided, if provisions contained in rule 52 and the notes there under at page 158 of the Court's General Rules and Circular Orders, Civil, Vol. I and rule 35 at page 97 of the Court's General Rules and Circular Orders, Criminal, Vol. I were strictly followed.

The Court, therefore, direct that while recording the Annual Confidential remarks, the District and Session Judges should give due regard to the provisions contained in the aforesaid rules. They expect that, in future, it should be ensured that such sketchy and inadequate Annual Confidential remarks are not recorded again.

Attention is also invited to the Appointment Department memo no. V/CI-1021/58-13424-A, dated the 11th November, 1958, to All Heads of Departments which contains the views of the State Government in the matter.

Yours faithfully,  
Sd/- S. P. Singh,  
Registrar.

**Confidential**

No. V/CI-107/61.

Government of Bihar,  
Appointment Department.

From

Shri B. K. Dubey,  
Deputy Secretary to Government

To

The District Magistrate, Patna.

Patna, the 5 Vaishakha, 1883 (S)  
25 April, 1961.

Subject :— Annual confidential remarks for the year 1960-61.

Sir,

With the reference to the correspondence resting with your letter no. 1217/c dated the

19th April, 1961 I am directed to say that with a view to effecting economy in the use of forms instructions were issued in para 3 of Shri K. A. Ramasubramaniam's confidential letter no. 4712 A dated the 8th April, 1960 that the District Magistrate's remarks on the judicial side of the work of officers should not be recorded on separate sheets, but should be recorded in the appropriate column of the main sheet of form on which 'General Administration Reports' are recorded. This was reiterated in para 4 of Appointment Department confidential letter no. 4785 A dated the 15th April, 1961.

2. I am to request that these instructions may kindly be followed strictly and reports forwarded to this Department through the Commissioner of Division.

Yours faithfully,  
Deputy Secretary to Government.

Kumar  
25/4

Memo—

Memo No. V/C1-107/61 5396 Patna, the 5 Vaisakha, 1883.  
25 April 1961.

Copy forwarded to all other District Officers for information and necessary action.

2. It is requested that receipt of Appointment Department confidential letter no. 4785 A dated the 15th April, 1961 may kindly be acknowledged.

( B. K. Dubey )  
Deputy Secretary to Government.

Memo No. V/C1-107/61 5396 Patna, the 5 Vaisakha, 1883.  
25 April, 1961.

Copy forwarded to all Commissioners of Divisions for information and necessary action.

( B. K. Dubey )  
Deputy Secretary to Government.

Kumar  
25/4

**GOVERNMENT OF BIHAR**  
**APPOINTMENT DEPARTMENT**  
**MEMO. NO. V/C1-107/62-A 11320 Patna the 17 Sravans, 1884**  
**8 August, 1962.**

To  
All Departments of Government.  
Head of Department.  
District Officers.

Subject :— Annual confidential report on G. zatted Officers.

The undersigned is directed to say that sometimes the Government or Head of a Department or Special Bodies or Commissions, Committees etc. issue letters of appreciation for the good work done by Government servants and the question arises whether such appreciation of good work should be recorded in the Permanent Character Roll of the Government servant concerned. The matter has been examined by the Government and after careful consideration, they have been pleased to decide as follows :—

- (1) Letters of appreciation issued by the Government or the Head of a Department in respect of any outstanding or good work done may be placed in the annual confidential Character Roll of the Government servant concerned.
- (2) Letters of appreciation issued by Special bodies or Commissions or Committees set-up by Government may also be placed in the confidential Character Roll.

2. Government have also been pleased to decide that an entry should be made in the Character Roll of a Government servant in respect of approved courses of study or training undergone by him at institutions in India or abroad. The procedure to be followed in this connection is indicated below :—

- (i) Whenever an officer attends on approved course of study or training the fact of his having done so should be entered in his Character Roll.
- (ii) The report received from the Head of the institution should either be placed in original in the Character Roll or the substance of it entered therein.
- (iii) An entry about the 'Report' submitted by the officer on his work abroad should also find mention in the Character Roll if it is outstanding, or is of poor quality indicating that the officer had not made good use of his period of study or training.

Approved courses of training may be defined to include courses sponsored by the Government or in which the cost or part of the cost is borne by Government as also courses attended with the permission of Government or for which Government grant study leave. In respect of some of these courses it may not be possible or necessary to obtain reports which could be incorporated in the character rolls. For instance, there are part-time courses and refresher courses where an assessment of the candidate is not made. In such cases however, entry in the character roll of the fact of the officer having attended the course would never-the-less be useful in giving a more complete picture of the officer's experience and accomplishments.

3. These instructions may be brought to the notice of all reporting officers.

Sd/- N. Nagmani

7.8.62.

Joint Secretary to Government.

**Confidential**

**GOVERNMENT OF BIHAR,  
APPOINTMENT DEPARTMENT.**

Memo No. V/CR-4031/64 A 6816 Patna, the 21 Jayastha 1886.

11 June, 1964.

**To,**

All Departments of Government and  
All Heads of Department.

**Subject :—** Recording of annual confidential remarks by the State Ministers.

In continuation of the instructions contained in Appointment Department letter no. V/CI-1021/58-13424 A dated the 11th November, 1958, the undersigned is directed to say that the State Government have been pleased to order that a Minister of State who is in independent charge of any department would record annual confidential remarks on the work of officers employed in that department.

(J. Murli)

Under Secretary to Government.

**Kumar.**

**Confidential**

Memo No. V/CR-104/64 A 14202.

Government of Bihar,

Appointment Department.

Patna-1, the 17 Agrahana, 1886.

8 December, 1964,

**To**

All Departments of Government.  
All Heads of Department.  
All Divisional Commissioners.  
All District Officers.

**Subject :—** Annual confidential remarks for interest taken by officers towards increasing agricultural production.

The undersigned is directed to say that Government have been attaching great importance to the

increasing of agricultural production in the country. As one of the steps towards achieving this objective, Government have been pleased to order that reporting officers, while recording annual confidential remarks on the work of officers subordinate to them who are in any way connected with the agricultural production programme, should mention in their confidential remarks any efforts made by the officers reported upon towards increasing agricultural production. In so far as officers of I.A.S., the Bihar Civil Service (Executive Branch) and Bihar Junior Civil Service are concerned, such entries may be made in the Special Report column.

These instructions may be brought to the notice of all concerned.

Sd./- K. K. Srivastava.

7.12.64.

Secretary to Government.

**Confidential**

Government of Bihar,  
Appointment Department.

Memo No. V/CR-4058/64 A 1783 Patna, the 26 Magha, 1886 (S)  
15 February, 1965.

To

All Departments of Government  
All Heads of Departments

Subject :— Annual confidential reports on Gazetted Officers.

The undersigned is directed to state that in partial modification of the instructions contained in para 4 (a) and (b) of the Appendix 'B' to Appointment Department Circular No. V/CI-1021/58-A 13424 dated 11th November, 1958, the State Government have been pleased to decide that the Chief Minister would record annual confidential remarks on the work of Secretaries to Government. The following procedure is accordingly prescribed for recording annual confidential remarks on the work of Secretary to Government.

(4) (a) Designation of officers reported upon.	Reporting authorities	Remarks
Secretaries and Additional Secretaries not concerned with development programme.	Chief Minister, Minister incharge of the department concerned and the Chief Secretary.	The Department concerned will put up forms to the Minister incharge who will record his remarks and forward them to the Appointment Department by the 15th May each year. The Chief Secretary will then record his remarks and submit the paper to the Chief Minister to record his remarks.
(b) Secretaries and Additional Secretaries concerned with development programme.	Chief Minister, Minister incharge of the department concerned, Chief Secretary and Development Commissioner.	The Minister incharge of the Department concerned and the Development Commissioner will record their remarks separately and send them to the Apptt. Deptt. by the 15th May. The Chief Secretary will then record his remarks & submit to the C. M. to record his remarks.

Sd./- K. K. Shrivastava.

15.2.65.

Secretary to Government.

RCP/ 17.7.65.

**Confidential**

No. V/CR-4024/64 A-6418

Government of Bihar  
Appointment Department

From

Shri K. K. Srivastava, I. A. S.  
Secretary to Government

To

All Secretaries to Government.

Patna, the 19 Jyaisth, 1887.

1 June, 1965.

**Subject :— Confidential remarks on Secretaries and Additional Secretaries and Heads of Departments concerned with the Five Year Plan.**

Sir,

In partial modification of the instructions contained in Appointment Department letter no. II/C5-1014/54-9602 dated the 17th November, 1964. I am directed to say that the Development Commissioner will henceforth record annual confidential remarks on all the officers mentioned in the list enclosed, in accordance with the general procedure as laid down in items 4 (a) and 6 (b) of Appendix B of Appointment Department memo no. V/C1-1021/58-13424A dated the 11th November, 1958 as modified in Appointment Department No. V/CR-405/64A-1783 dated the 15th February, 1965 and as further partially modified in paragraph 2 below.

2. If any of the officers in question is in the Super-time Scale of the I.A.S. or I.C.S., the Development Commissioner will send his assessment to the Chief Secretary, who would then put up draft remarks to the Chief Minister for consideration, on the basis of the remarks recorded by the Development Commissioner and his own assessment of the work of the officer. The remarks as approved by the Chief Minister would be placed in the Character Roll of the officer over the signature of the Chief Minister. This will be in addition to the remarks recorded by the Minister-in-charge of the Department, which would go into the Character Roll of the officer as such.

Yours faithfully,

Sd./— K. K. Srivastava,  
Secretary to Government.

**List of Secretaries, Additional Secretaries and Heads of Departments on whom the Development Commissioner will record Annual Confidential Remarks.**

## (i) Secretaries &amp; Additional Secretaries.

- |     |            |   |
|-----|------------|---|
| 1.  | Secretary, | Agriculture & Animal Husbandry Department.        |
| 2.  | "          | Cooperation and Sugarcane Department.             |
| 3.  | "          | Industries and Technical Education Department.    |
| 4.  | "          | Mines & Geology Department.                       |
| 5.  | "          | Public Works and Public Health Engineering Deptt. |
| 6.  | "          | Irrigation and Electricity Department.            |
| 7.  | "          | Revenue Department.                               |
| 8.  | "          | Local Self Government Department.                 |
| 9.  | "          | Community Development & Panchayats Department.    |
| 10. | "          | Health Department.                                |
| 11. | "          | Education Department.                             |
| 12. | "          | Welfare Department.                               |
| 13. | "          | Labour Department.                                |
| 14. | "          | Housing Department.                               |
| 15. | "          | River Valley Projects Department.                 |
| 16. | "          | Transport Department.                             |
| 17. | "          | Finance Department.                               |

## (ii) Heads of Department

1. Director of Health Services.
2. Director of Agriculture.
3. Cane Commissioner.
4. & 5. Director & Addl. Director of Annual Husbandry.
6. Director of Public Instructions.
7. & 8. Director & Addl. Director of Industries.
9. Registrar of Cooperative Societies.
10. Chief Conservator of Forests.
11. Labour Commissioner.
12. Director of Gram Panchayats.
13. Chief Engineer (s), Public Works Department.
14. Chief Engineer (s), Irrigation.
15. Chief Engineer, Public Health Engineering.
16. Chief Electrical Engineer.
17. Director, Social & Youth Welfare.
18. Director of Economics and Statistics.
19. Chief Engineer, River Valley Projects Department.
20. Transport Commissioner.
21. Director, National Employment Service and Technical Training.

पत्र संख्या जो० एम० १-१/६६-१७४

बिहार सरकार

मंत्रिमंडल सचिवालय

सेवा में,

सरकार के सभी सचिव

सभी विभागध्यक्ष ।

पटना, दिनांक २४ मई, १९६६।

विषय :— चरित पुस्तियों में वार्षिक अभ्युक्तियों का अद्यतन विवरण ।

महोदय,

निदेशानुसार कहना है कि सरकार को देखने में आया है कि कुछ सरकारी सेवकों की चारित्री ( सी० आर० ) में की गई प्रतिकूल अभ्युक्तियों के सम्बन्ध में उन्हें या तो कोई सूचना नहीं दी जाती है या वर्षों बाद दी जाती है । इसका फल यह होता है कि सम्बन्धित सरकारी सेवक न तो अपने सुधार पर ध्यान दे पाते हैं और न अपनी स्थिति का स्पष्टीकरण भी समय पर कर पाते हैं । इसके चलते उनकी प्रोन्नति भी रुक जाती है ।

सरकार ने इस पर गंभीरतापूर्वक विचार कर निर्णय किया है कि चरित पुस्तियों में अद्यतन अभ्युक्तियां मुस्तैदी से, विहित समय के भीतर, लिखी जाय तथा चरित पुस्तियों में अंकित प्रतिकूल अभ्युक्तियों की सूचना उन्हें विहित समय के भीतर दे दी जाय । भविष्य में यदि चारित्री में दी गई प्रतिकूल अभ्युक्तियों की सूचना किसी सरकारी पदाधिकारी को न दी जा सके तो इसके चलते उसे किसी तरह की क्षति नहीं होनी चाहिए ।

हर साल इसकी रिपोर्ट अपनी चाहिए कि राजपत्रित और अराजपत्रित कर्मचारियों की चारित्री में वार्षिक अभ्युक्तियां दर्ज की गई या नहीं, और प्रतिकूल अभ्युक्तियों की सूचना सम्बन्धित कर्मचारी को दी गई या नहीं, इस उद्देश्य से सरकार के मंत्रिमंडल सचिवालय ने एक फारम विहित किया है, जिसकी प्रतिलिपि आपके सूचनार्थ संलग्न है ।

अनुरोध है कि सूचना अंकित करने से बाद यह फारम हर वर्ष १५ जुलाई तक मंत्रिमंडल सचिवालय में अवश्य भेज दिया जाय । यदि इस सम्बन्ध में विलम्ब या ढिलाई का कोई दृष्टांत पाया गया तो उसकी जिम्मेवारी उच्च स्तर के पदाधिकारियों पर होगी । सूचना तथा मार्गदर्शन के लिए ये अनुरोध अपने अधीनस्थ सभी पदाधिकारियों को अवसराहित करने की क्षमता करें ।

विश्वासभाजन

ह०—सचिवदामोदर सिंह

सरकार के अवर मुख्य सचिव

३१-३-१६ का समाप्त होनेवाले वर्ष में - - - विभाग के राजपत्रित। अराजपत्रित  
कर्मचारियों की चारित्री (सी० आर०) का अद्यतन विवरण

( यह विवरण हरेक १५ जुलाई तक मन्त्रिमण्डल सचिवालय में अवश्य प्राप्त हो जाना चाहिए । )

राजपत्रित अराजपत्रित पदाधिकारियों की कुल संख्या।	ऐसे राजपत्रित/अराजपत्रित पदाधिकारियों की कुल संख्या जिनकी चारित्री में विहित विधि के अन्तर्गत गत वर्ष की अभ्युक्तियाँ अंकित कर ली गईं।	ऐसे राजपत्रित/अराजपत्रित पदाधिकारियों की कुल सं० जिनकी चारित्री में गत वर्ष से सम्बन्धित आवश्यक अभ्युक्तियाँ अंकित नहीं की गईं।	स्तम्भ ३ में दी गई प्रत्येक सं० का कारण।	प्रतिकूल अभ्युक्तियाँ विहित अवधि के भीतर सम्बद्ध पदा- धिकारियों की सूचित की गईं, या नहीं।	अभ्युक्ति (रिमाइन्ड)
				यदि हाँ तो कब।	यदि नहीं तो क्यों।
१	२	३	४	५	६

गोपनीय

बिहार सरकार

नियुक्ति विभाग

आप संख्या ५/सी० आर०-४०३५/६५ नि०-१०५१३

पटना १३, दिनांक १२ भाद्रप १९८८ सं०

३ अगस्त, १९६६

सेवा में,

सभी विभाग / सभी विभागाध्यक्ष

विषय :— वार्षिक गोपनीय अभ्युक्तियों का अभिलेखन।

महोदय,

नियुक्ति विभाग से कुछ पृच्छायें की गई हैं कि सरकार के सचिव एकीकृत (amalgamated) या गैर-एकीकृत (non-amalgamated) कार्यालयों के विभागाध्यक्ष के अधीनस्थ पदाधिकारियों पर वार्षिक गोपनीय अभ्युक्तियाँ लिखा करें या नहीं। इसी प्रकार की पृच्छा पहले भी की गई थी जबकि नियुक्ति विभाग द्वारा सम्बन्धित विभागों को सलाह दी गई थी कि सचिव सिर्फ विभागाध्यक्ष पर वार्षिक गोपनीय अभ्युक्तियाँ लिखें परन्तु अभी भी ऐसा देखा गया है कि इस विषय में विविध विभागों में एकरूपता (uniformity) नहीं है।

सरकार ने इस विषय पर सावधानीपूर्वक विचार करने के बाद यह निर्णय किया है कि सचिव केवल विभागाध्यक्षों एवं अपर विभागाध्यक्षों पर ही वार्षिक गोपनीय अभ्युक्तियाँ लिखेंगे। विभागाध्यक्ष के अधीनस्थ पदाधिकारियों जैसे उप-विभागाध्यक्ष आदि, पर सचिव अभ्युक्तियाँ नहीं लिखेंगे।

कृपया पत्र प्राप्ति की सूचना दी जाय।

ह०— क० कु० श्रीवास्तव

३-८-६६

(कृष्ण कुमार श्रीवास्तव)

सरकार के सचिव।

To be substituted for the letter bearing the same number & date.

Confidential

No. V/CR-4020/67-A 4151.

Government of Bihar,  
Appointment Department.

From

Shri P. P. Agrawal,  
Additional Chief Secretary to Government.

To

All Departments of Government.  
All Heads of the Department.

Patna, 15, the 21st March, 1967.

Subject:— Procedure for recording annual confidential remarks on Civil Servants deputed to Public Sector undertakings in the State.

Sir,

On account of establishment of a number of industrial undertakings in the Public Sector, the State Government have lent out the services of their civil servants to those undertakings for employment in various capacities on deputation, on foreign service terms and conditions. A question has arisen whether the annual remarks on the work and conduct of such officers, as are deputed to these undertakings, should be recorded only by the Chairman of such undertakings or the Secretary to Government in the Department concerned and Minister-in-charge of that Department should also record their remarks about the deputed officers. After careful consideration, the State Government have decided that the following procedure should be adopted for recording annual confidential remarks on civil servants deputed to Public Sector undertaking.

- (i) The annual confidential remarks on the work and conduct of officers on deputation to the Public Sector undertakings should be written by their immediate superior officers and reviewed by the Chief Executive of the undertaking concerned.
- (ii) In the case of Chief Executive himself like the Managing Director, the annual report on his work and conduct should be recorded by the Chairman of the undertaking and reviewed by the Secretary/Principal Secretary to Government in the Department concerned depending on the seniority of the officer reported upon.
- (iii) If the Chairman happens to be himself the Chief Executive, the remarks should be recorded by the Secretary/Principal Secretary to Government in the Department concerned depending on the seniority of the officer reported upon.
- (iv) In the case of Chairman of the undertaking who is not the Chief Executive himself and is in the senior scale of the I.A.S. the annual remarks should be recorded by the Secretary/Principal Secretary to Government in the Department concerned depending on the seniority of the officer reported upon and the Minister-in-charge of the Department.
- (v) If any of the officers in question is in the super-time scale of the I.C.S./I.A.S., the Principal Secretary in the administrative Department will send his assessment to the Chief Secretary who would then put up draft remarks to the Chief Minister for consideration on the basis of the remarks recorded by the Principal Secretary and his own assessment of the work of the officer. The remarks as approved by the Chief Minister would be placed in the Character Roll of the officers over the signature of the Chief Minister. This will be in addition to the remarks recorded by the Minister-in-charge of the administrative Department which would go into the Character Roll of the officer as such.
- (vi) After the adverse remarks, if any, are communicated to the officer on deputation in the manner laid down in rule 28(a) (viii) of the Rules of Executive Business, the officer subordinate to the Chief Executive may file a representation against the adverse remarks through the Chief Executive and the latter through the Chairman of the undertaking to



the administrative Department of Government concerned. If the Chairman has to make such representation, he will do so through the Administrative Department of Government concerned. The representation shall be forwarded to the parent Department with the comments of the Chief Executive and the Chairman and the Administrative Department, as the case may be, and will be disposed of in accordance with the above rule of the Rules of Executive Business. An officer making such a representation must do so within six months of the communication of the remarks to him.

2. These instructions may kindly be communicated to all Public Sector undertakings under the control of your Department.

Yours faithfully

(P. P. Agrawal)

Additional Chief Secretary to Government.

Pandey /

संख्या ५/सी० आर०—४० २४/६७ नि०-११४५९

बिहार सरकार

नियुक्ति विभाग

प्रपत्र

श्री एन० नाथमणि

सरकार के सचिव

सेवा में

सभी जिला प्रमुख

पटना—१५, दिनांक १८ अगस्त १९६९ (म)

९ अगस्त १९६७

विषय : जिला पदाधिकारी के आदिवासी एवं हरिजन विकास संबंधी कार्यों पर अभ्युक्तियां

प्रहोदय,

निदेशानुसार नियुक्ति विभाग के उपर्युक्त विषयक पत्र संख्या २६९५ दिनांक २४-२-६६ (प्रतिनिधि संलग्न) के क्रम में भुके कहना है कि हरिजन कल्याण कार्य के महत्व को ध्यान में रखते हुए राज्य सरकार ने अब यह निर्णय लिया है कि प्रक्रिया में सभी जिलाधिकारियों के कार्यों पर वार्षिक गोपनीय अभ्युक्तियां लिखते समय यह विशेष उल्लेख किया जाय कि किन्होंने आदिवासी तथा हरिजन कल्याण कार्यों में कितनी दिलचस्पी ली है।

अतः अनुरोध है कि १९६७-६८ तथा अगले सालों की अभ्युक्तियां बिहित प्रपत्र के विशेष प्रतिवेदन स्तम्भ (Special Report column) में दर्ज की जाय। कृपया पत्र प्राप्ति की सूचना दें।

विश्वासभाजन

ह० एन० नाथमणि

सरकार के सचिव

आप संख्या ५/सी० आर०—४० २४/६७ नि०-११४५९

पटना—१५ दिनांक १८ अगस्त १९६९, ९ अगस्त ६७

प्रतिनिधि कल्याण विभाग के आप संख्या २६९५ दिनांक २४-२-६७ के क्रम में सूचनार्थ एवं आवश्यक कार्रवाई हेतु अवसरार्थ।

ह०—एन० नाथमणि

सरकार के सचिव

आप संख्या ५/सी० आर०—४० २४/६७ नि०—११४५९ दिनांक ९ अगस्त ६७

प्रतिनिधि सभी जिला पदाधिकारी को सूचनार्थ प्रेषित।

ह० एन० नाथमणि

सरकार के सचिव

गोपनीय

संख्या ५/सी० अवर०—५०१/६८ नि०—१५२

बिहार सरकार  
नियुक्ति विभाग

प्रेषक :

श्री श्रीधर बसुदेव सोहोनी,  
मुख्य सचिव।

देया में,

सरकार के सभी विभाग  
सभी विभागाध्यक्ष

पटना—१५, दिनांक २८ पौष, १९६९ (स)

१८ जनवरी, ६८

विषय : राजपत्रित पदाधिकारियों के कार्यों पर वार्षिक गोपनीय अभ्युक्तियों का अभिलेखन।

महोदय,

इधर यह देखने में आया है कि वार्षिक गोपनीय अभ्युक्तियाँ लिखने, उन्हें समुचित रूप से रखने तथा प्रतिकूल अभ्युक्तियों के बचासमय संसूचन करने एवं प्रतिकूल अभ्युक्तियों के विरुद्ध अभिवेदन के निस्तार के सम्बन्ध में समय-समय पर परिचारित सरकारी अनुदेश का पालन ठीक से नहीं हो रहा है।

अतः अनुरोध करना है कि अपने अधीनस्थ राजपत्रित पदाधिकारियों के कार्यों पर वार्षिक गोपनीय अभ्युक्तियों के सम्बन्ध में निम्नांकित विन्दुओं पर सिंहावलोकन कर नियुक्ति विभाग को एक माह के अन्दर सूचित करने की कृपा करें।

- (क) क्या प्रतिवेदक पदाधिकारियों से वार्षिक गोपनीय अभ्युक्तियाँ समय पर प्राप्त हो जाती हैं ?
- (ख) क्या अभ्युक्तियाँ सरकारी अनुदेश के अनुसार अभिलेखित की जाती हैं, अगर नहीं, तो क्या उन्हें प्रतिवेदक पदाधिकारियों के पास ठीक रूप में भेजने के लिए लौटा दिया जाता है ?
- (ग) क्या नियमानुसार बचासमय प्रतिकूल अभ्युक्तियाँ सम्बन्धित पदाधिकारी को संसूचित की जाती हैं ?
- (घ) क्या प्रतिकूल अभ्युक्तियों के विरुद्ध प्राप्त अभिवेदन का तत्परता से निष्पादन किया जाता है ?
- (च) क्या वार्षिक अभ्युक्तियों की एक से अधिक प्रतियाँ सुरक्षा के कमान से सुरक्षित रूप में रखी जाती हैं ?
- (छ) क्या जांच के परिणाम को या विभागीय कार्यवाही के बाद दो बई सजा की प्रविष्टि सम्बन्धित पदाधिकारी की चरित्र पुस्तिका में की जाती है ?
- (ज) क्या प्रतिकूल अभ्युक्तियों के विरुद्ध अभिवेदन के निष्पादन के बाद अगर प्रतिकूल अभ्युक्तियों को हटा दिया जाता है या उसमें संशोधन किया जाता है तो हटायी गयी अभ्युक्तियों को बिल्कुल ही रंग दिया जाता है ताकि उन्हें पढ़ा नहीं जा सके ?

विश्वासमय  
श्रीधर सोहोनी  
मुख्य सचिव  
१८ जनवरी ६८

दिनांक १७/१

Confidential

Government of Bihar,  
Appointment Department.

Memo No. V/CR-405/68 A 16240,

Patna-15, the 28 Kartika, 1890 (s).  
19 November, 1968.

To

All Departments of Government.  
All Heads of Department.

Subject :— Annual confidential remarks on Gazetted Officers.

A question has arisen whether Ministers who have demitted office or officers who have gone on

retirement or left the service could be allowed to record remarks on the subordinate officers after leaving office or a time limit should be fixed in this respect. After careful consideration the State Government have been pleased to decide as follows :—

- (i) Officers who have gone on retirement or left the service need not be asked to record remarks on the subordinate officers.
- (ii) A minister on demitting office need not be asked to record remarks on the officers, but if he were to choose to record remarks, there will be no objection to receiving them. The remarks so recorded by the Minister should be placed on record, even if they are received after Ministers concerned have demitted office. While placing the remarks on the character roll it will be clearly stated as to on what date the remarks have been received in the Department and when the particular Minister had demitted office.
- (iii) Remarks recorded by a Minister when he did not have any occasion to observe the work for atleast 4 months will not be taken into consideration while editing remarks and it should be brought to the notice of all concerned that the Ministers are not expected to record remark on any officers if they have not worked under them for over 4 months.

2. The Ministers normally are expected to watch closely the work of Secretaries, Additional Secretaries to Government and Heads of Department in the Secretariat. But in accordance with existing instructions remarks are being recorded by Ministers even on officers below these ranks. In partial modification of the instructions contained in items 5 and 9 of the Appendix 'B' to Appointment Department circular no. V/CI-1021/58-13424 A dated the 11th November, 1958 the State Government have, therefore, been pleased to decide that Minister-in-charge or the Chief Minister, as the case may be, will not now record annual confidential remarks on the work and conduct of Joint Secretaries, Deputy Secretaries, Under Secretaries, Assistant Secretaries to Government and Joint, Deputy and Additional Deputy Development Commissioner and Assistant Development Commissioner (Head quarter). The following procedure is accordingly prescribed for recording annual confidential remarks on the work of these officers.

Designation of Officers reported upon	Reporting authority	Remarks
1	2	3
8. Joint Secretaries Deputy Secretaries, Under Secretaries & Asstt. Secretaries to Government.	Secretary to Government in the Department concerned and Chief Secretary.	The Secretaries of the Departments concerned will record their remarks and then forward to the Appointment Deptt. not later than the 15th May each year, Chief Secretary will then record his remarks and Appointment Department will forward copies of remarks to the Secretaries concerned in respect of the officers whose character-rolls are not maintained in the Appointment Department.
9. Joint, Deputy & Addl. Deputy Development Commissioners and Assistant Development Commissioner (Headquarters.)	Development commissioner & Chief Secretary.	The Development Commissioner will record his remarks and forward them to the Appointment Department by the 15th May each year. Chief Secretary will then record his remarks.

Singh, 18/11

( S. V. Sohoni )  
Chief Secretary to Government.

बोपनीय

पत्र संख्या ५।सी० आर०—४०५१।६७ नि०—१७६६४

बिहार सरकार।

नियुक्ति विभाग।

प्रेषक

श्री विपिन बिहारी लाल,  
अवर सचिव।

सेवा में,

सरकार के सभी सचिव  
सभी विभागाध्यक्ष।

पटना—१५, दिनांक २० अगस्त, १९६०  
११ दिसम्बर, १९६०

विषय:—चरित-पुस्तियों में वार्षिक अभ्युक्तियों का अद्यतन विवरण।

संदर्भ,

निदेशानुसार मुझे कहना है कि मंत्रिमंडल सचिवालय (संघटन एवं पद्धति प्रशाखा) के परिपत्र संख्या—१७४ दिनांक २४-३-१९६६ तथा नियुक्ति विभाग के पत्र संख्या—१५२४३ दिनांक ६ अक्तूबर, १९६७ द्वारा निर्गत किये गये भुक्ति-पत्र के अनुसार दिनांक १५ दिसम्बर, १९६० तक आपके अधीन काम करनेवाले सभी कर्मचारियों की चारित्री में वार्षिक अभ्युक्तियों दर्ज की बरीं या नहीं, और प्रतिकूल अभ्युक्तियों की सूचना संबंध कर्मचारी को दी गयी या नहीं से मंत्रिमंडल सचिवालय को अवगत करा देना चाहिये था। वह अब तक प्राप्त नहीं हो सका है। अतः अनुरोध करना है कि उक्त सूचना निहित प्रपत्र में सभी अराजकपद्धि कर्मचारियों के सम्बन्ध में नियुक्ति विभाग में शीघ्र भेजने की कृपा करें।

विश्वासभाजन,

ह०—विपिन बिहारी लाल  
अवर सचिव

पत्र संख्या—५।सी० आर०—४०५१।६७ नि०—१७६६४, पटना—१५, दिनांक २० अगस्त १९६०,  
११ दिसम्बर १९६०

प्रतिलिपि—मंत्रिमंडल सचिवालय को सूचनार्थ अवसारित।

ह०—विपिन बिहारी लाल  
अवर सचिव।

की संख्या हमेशा वर्ष के  
का अन्ततम विवरण ।

विभाग के अराजपक्षित कर्मचारियों की चारित्री (सी० नार०)

(यह विवरण हर वर्ष १५ सितम्बर तक मंत्रिमंडल सचिवालय में अवश्य प्राप्त हो  
जाना चाहिये )

अराजपक्षित पदाधिकारियों की कुल संख्या ।	ऐसे अराजपक्षित पदाधिकारियों की कुल संख्या-जिनकी चारित्री में विहित विधि के अन्तर्गत गत वर्ष की अभ्युक्तियों अंकित कर दी गई ।	ऐसे अराजपक्षित पदाधिकारियों की कुल संख्या जिनकी चारित्री में गत वर्ष से संबंधित आवश्यक अभ्युक्तियाँ अंकित नहीं की गई ।	स्तम्भ ३ में दी गई प्रत्येक संख्या का कारण ।	प्रतिकूल अभ्युक्तियों विहित अवधि के भीतर सबूत पदाधिकारियों की सूचित की गई या नहीं ।	अभ्युक्तियों (रिमाऊंस)
				यदि हाँ तो कब—	यदि नहीं तो क्यों
१	२	३	४	५	६

Confidential

No. V/C2-100-15/68-A 1977.

Government of Bihar,  
Appointment Department.

Patna, the 5 February, 1969

To

All Departments of Government.

All Heads of Department.

All Divisional Commissioners.

All District Officers.

Subject :--Annual confidential reports on Gazetted Officers.

The undersigned is directed to refer to the instructions contained in paragraph 1 (i) of Appointment Department memo no. V/C1-1021/58.14571 dated the 6th December, 1958 (copy enclosed) wherein it is laid down that in the case of District Land Acquisition Officer, the District Officers should record their annual confidential remarks and forward them to the Director of Land Acquisition who will record his remarks and send them to the Commissioner of the Division for recording his remarks. In partial modification of these instructions Government have been pleased to decide as follows :—

(1) In the case of District Land Acquisition Officer, the Additional Collectors, wherever they are in immediate supervision charge of land acquisition work, should record their annual confidential remarks and forward to the District Officer who will record his remarks and then send them to the Director of Land Acquisition. The Director of Land Acquisition, after recording his remarks will send them to the Revenue Department but where a member of the Bihar Civil Services (Executive Branch) or the Bihar Junior Civil Service is concerned, the remarks will be sent to the Appointment Department.

2. It has been laid down in paragraph 1 (1) of the letter no. 1838 DG dated the 22nd March, 1957 from the Joint Development Commissioner, Bihar that the annual confidential remarks on the work and conduct of the B.D.O./P.E.O. will be recorded by the Collector after taking into consideration reports from the S.D.O., and from the District heads of technical department concerned with the Block Programme. Government have also been pleased to decide that in the case of Land Reforms Deputy Collectors/B.D.Os. and Anchal Adhikaries assessment on their work and conduct should invariably be obtained from the S.D.Os., Additional Collectors and District Development Officers. The District Magistrate will take into acceptance the reports of the S.D.O. Additional Collector and the District Development Officer while recording his remarks on them.

3. This letter is issued with the concurrence of Revenue and C.D. Departments.

Sd./— P. P. Nayyar,  
Secretary to Government.

Memo No. A. 1977.

Patna, the 5 February. 1969.

Copy forwarded to All Additional Collectors.

All Dist. Development Officers.

All S.D.Os.

For information and necessary action.

Sd./— A. P. Nayyar,  
Secretary.

**Government of Bihar,  
Appointment Department.**

Memo No. V/GI-1021/58 A 14571.

Patna, the 6th December, 1958.

To

All Departments of Government  
All Heads of Departments.  
All Divisional Commissioners.  
All District Officers.

**Subject :— Annual Confidential Reports on Gazetted Officers.**

The undersigned is directed to refer to the instructions contained in paragraph 4 of Appointment Department letter no. 13424-A dated 11th Nov., 1958 wherein it is laid down that the Departments of Government and Heads of Departments should not record annual confidential remarks on the work of the officers of the All India Services, the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service who are employed in the Districts under such departments and that the remarks should be recorded only by the District Officers and the Divisional Commissioners wherever they see the work of such officers. In partial modification of these instructions Government have been pleased to decide as follows :—

(i) In the case of District Land Acquisition Officer, the District Officers should record their annual confidential remarks and forward them to the Director of Land Acquisition who will record his remarks and send them to the Commissioner of the Division. The Commissioner, after recording his remarks will send them to the Revenue Deptt. but where a member of the Bihar Civil Service (Executive Branch) or the Bihar Junior Civil Service is concerned the remarks will be sent to the Appointment Department.

(ii) The same procedure should be adopted for the Gram Panchayat Officers on whom the Director, Gram Panchayat, records remarks and also in regard to the Welfare Deptt. where the Deputy Secretary who is ex-officio Director for the field work, records annual remarks.

Sd./— K. K. Srivastava,  
Deputy Secretary to Govt.

बिहार सरकार  
नियुक्ति विभाग

आप संख्या ५/वी.ए.आर.—५०१२/६९ नि०—१२०३०,

पेटर्न; दिनांक २५ मार्च, १९९१ (४)  
१६ अगस्त, १९६९।

सेवा में,

सरकार के सभी सचिव,  
सभी विभागाध्यक्ष।

**विषय :—** प्रशासन में दक्षता लाने के लिये सरकार का आदेश।

नियुक्ति विभाग के उपर्युक्त विषयक पत्र संख्या १५३ दिनांक १८-१-६८ में यह कहा गया है कि किसी भी पदाधिकारी की प्रशिक्षण का प्रस्ताव बिहार लोक सेवा आयोग की सहमति के लिये अग्रसारित करते समय यदि यह देखा जाय कि उस पदाधिकारी की चरित्र पुस्तिका में प्रतिकूल अभ्युक्तियाँ दर्ज हैं परन्तु उनकी जानकारी उन्हें नहीं करायी गयी है, या अगर उन्हें जानकारी करायी गयी है तो उसके विरुद्ध दिये गये अभिवेदन का निष्पादन नहीं किया गया है, तब लोक सेवा आयोग के पास जेजी जानेवाली चरित्र पुस्तिका में एक पुराना इस आशय का समा दिया जाय कि संबंधित प्रतिकूल अभ्युक्तियों से पदाधिकारी को अवगत नहीं कराया गया है या उक्त बात की प्रतिकूल अभ्युक्तियों के विरुद्ध उनके अभिवेदन पर अन्तिम आदेश प्राप्त नहीं

किया गया है। इन सभी पहलुओं पर गंभीर विचार करने के बाद सरकार ने निर्णय लिया है कि अब कभी चुनाव समिति पदाधिकारियों की पदोन्नति आदि के मामले पर विचार करे उस समय यदि यह देखा जाय कि पदाधिकारियों की पारिशी में प्रतिष्ठान अशुद्धि का रव है परन्तु उसकी जानकारी उन्हें नहीं करावी गयी है, या खबर उन्हें करावी गयी है तो उसके विरुद्ध दिये गये अधिवेदन का निष्पादन नहीं किया गया है या अधिवेदन उपस्थापित करने के निर्धारित समय की समाप्ति गयी है तो इससे चुनाव समिति को अवगत करा दिया जाय तथा चुनाव समिति के ऊपर यह जोर दिया जाय कि वह उक्त मामलों में क्या निर्णय लेती है।

ह. सचिवमन्त्र विह

मुख्य सचिव

Confidential

Memo No. V/CR-5012/69A 12034.

GOVERNMENT OF BIHAR,  
APPOINTMENT DEPARTMENT

To

All Departments of Government  
All Heads of Departments  
All Divisional Commissioners  
All District Officers.

Dated Patna, 15, the 16th August, 1969.

Subject :—Recording of Annual Confidential Reports on Gazetted Officers—Disposal of representations against adverse remarks.

In Appointment Department's confidential memo no. V/C1-1021/58-13424-A, dated the 11th November, 1958 (copy enclosed for ready reference) detailed instructions were issued about the preparation and maintenance of annual confidential reports. Government have observed that there is still some confusion over the manner in which remarks should be recorded in the annual confidential reports, and about the manner in which representation against the adverse remarks are to be dealt with. The undersigned is, therefore, directed to draw your attention specially to some of the important aspects of the existing instructions and to convey certain additional instructions as below ;—

- (a) The reporting officer must record remarks by the due date irrespective of the fact whether statistical supplements have been received from the subordinate officers or not. If any reporting officer fails to record remarks in respect of a subordinate officer in time, a serious view would be taken by Government.
- (b) Reporting officer should strictly observe the instructions contained in paragraphs 7 to 12 of the Appointment Department memo, referred to above. In paragraph 11 of the aforesaid instructions it has been laid down that while mentioning an officer's defects in the annual reports, the reporting officer should state explicitly whether during the year the attention of the subordinate officer was drawn to the defects. Government have reasons to believe that superior officers generally do not draw the attention of the subordinate officers to these defects during the year but they do mention such defects in the annual remarks. It has, therefore, been decided that the reporting officer should give sufficient opportunity to a subordinate officer to correct himself, whenever any defect is noticed. This opportunity must be afforded in writing as far as possible. While mentioning an officer's defects in annual confidential report the reporting officer should mention in the remark itself whether during the year the attention of the subordinate officer was drawn to these defects.
- (c) It has been noticed that, while dealing with representation against the adverse remarks, Departments of Government generally call for the comments of the reporting officers,



without examining the merit of the submission of the representationists. Government, therefore, feel that comments of the reporting officers should not be called for as a matter of routine unless it is considered absolutely necessary. Further, when comments are at all called for, the reporting officers should be asked to send their comments very quickly and preferably within a month. They should also be told that if they do not send their comments within the stipulated period, Government would dispose of the representation considering that the reporting officers have no comments to offer. In order that a reporting officer is able to send his comments without delay, he should be encouraged to take with him the statistical and other data on which the adverse remarks are based.

- (d) In paragraph 48 of the aforesaid instructions it has been laid down that the basis for an annual report which impugns the honesty of a Gazetted Officer should be carefully verified, by a reference to the reporting officer himself before the report is entered in the Character Roll. When there is suspicion, but not any proof, enquiries should be initiated but no entry should be made in the Character Roll. It is noticed that in some cases, such remarks are recorded without any tangible proof. Government have, therefore, decided that whenever a reporting officer records remarks questioning the integrity and honesty of an officer he should send sufficient materials to the Administrative Department concerned on the basis of which such remarks were recorded.
  - (e) Superior officers should record their positive opinion on the assessment report of the subordinate reporting officers.
  - (f) Paragraph 16 of the Appointment Department Circular lays down that the reporting officer should not keep copies of annual reports recorded by him, unless he is also the authority which keeps custody of the permanent C. Rs. Instances have come to the notice of Government that the aforesaid instruction is not being strictly followed. Attention of the reporting officers may once again be drawn to the above instruction and the necessity of maintaining secrecy of the confidential reports be emphasised. The reporting officer should be asked not to keep even office copy of the remarks recorded by him.
2. The above instructions may be brought to the notice of all the subordinate reporting officers.

Sd.— S. N. Singh.

Chief Secretary to Government.

Government of Bihar,  
Appointment Department.

Memo No. V/CR-4032/69-12881

Patna, 15, the 8 Bhadra, 1891.  
30 August, 1969.

To

All Departments of Government.  
All Heads of Departments in the Secretariat.

Subject :— Recording of Annual Confidential Reports on Section Officers posted in the Secretariat and attached Offices.

Consequent upon the upgradation of the post of Section Heads into those of Section Officers a question has arisen as to who should initiate annual confidential reports and who should be the custodian of P. C. Rs. of Section Officers. After careful consideration the State Government have been pleased to decide as follows :—

(a) Annual confidential remarks on Section Officers should be initiated by the Registrar of the Department who has personal knowledge of the work and the conduct of Section Officers. In the Departments of Government or attached offices where there is no Registrar, P. A., or the Administrative Officer should initiate the remarks on the Section Officers. Thereafter, the sheets may be put up to superior officers to enable them to record their remarks.

(b) As regards the custody of C. Rs. of Section Officers, where there is full-fledged C.R. Section, C. Rs. may be maintained in that section, but where there is no such C. R. Section, Registrar, or P. A. or Administrative Officer should be the custodian of C. Rs.

(V. Narayan)  
Secretary to Government.

Memo No. V/CR-4032/69-12881.

Patna-15, the 8 Bhadra, 1891.  
30 August, 1969.

Copy forwarded to Secretary, Supply and Commerce Department for information.

2. This disposes of Supply and Commerce Department U. O. I. No. 75 dated 5.4.1969.

(V. Narayan)  
Secretary to Government.

Pandey /- 29/.

बिहार सरकार,  
नियुक्ति विभाग।

ज्ञाप संख्या ५/सी० आर०-१००५/६९ नि० ५२२४/  
गोपनीय।

पटना-१५, दिनांक ९ चैत, १९९२ (स)  
३० मार्च, १९७०।

सेवा में,

सरकार के सभी विभाग,  
सभी विभागाध्यक्ष,  
सभी प्रमण्डलायुक्त,  
सभी जिला पदाधिकारी।

विषय :— राजपत्रित पदाधिकारियों के कार्यों पर वार्षिक गोपनीय अभ्युक्तियों का अभिलेखन।

नियुक्ति विभाग के उपर्युक्त विषयक ज्ञाप संख्या-५/सी० आर०-१००५/६९-१९७७ ए, दिनांक ५-२-१९६९ (प्रतिलिपि अनुक्रमक की प्रतिलिपि सहित संलग्न) की कण्डिका २ में दिये गये अनुदेश की ओर ध्यान आकृष्ट करते हुए निदेशानुसार अधोहस्ताक्षरी को सूचित करना है कि सरकार ने निर्णय लिया है कि बिहार पंचायत समिति एवं जिला पंचायत (सेवा शास्त्र) नियमावली के नियम ४ के उप नियम १३ (ख) के अनुसार सभी प्रमण्ड विकास पदाधिकारियों के कार्यों एवं आचरणों पर जिला विकास पदाधिकारी अपने वार्षिक मूल्यांकन प्रतिवेदन (Annual assessment report) लिखकर अभ्यक्ष के सामने रखेंगे। अभ्यक्ष उक्त प्रतिवेदन को, अपनी टिप्पणी के साथ समाहर्ता के पास अवसारीत करेंगे। तब समाहर्ता सम्बद्ध पदाधिकारियों के कार्यों के सम्बन्ध में अपनी वार्षिक गोपनीय अभ्युक्तियां अभिलिखित कर उन्हें प्रमण्डलायुक्त के समक्ष प्रमण्डलायुक्त के द्वारा सम्बद्ध पदाधिकारियों पर वार्षिक गोपनीय अभ्युक्तियां अभिलिखित करने हेतु उपस्थापित करेंगे।

२:— उपर्युक्त प्रक्रिया उन जिलों में लागू होगी जहाँ पंचायती राज कायम है या भविष्य में कायम होगा।

३:— इस पर सामुदायिक विकास एवं पंचायत विभाग की सहमति प्राप्त कर ली गयी है।

(बंकेत नारायण)  
सरकार के सचिव।

आप संख्या—५/सी० आर—१००८/६९ नि० ५२२४/

पटना—१५; दिनांक ९ चैत, १८९२ (स)  
३० मार्च, १९७०।

प्रतिलिपि—जिला के सभी पदाधिकारियों को सूचना एवं आवश्यक कार्रवाई हेतु अग्रसारित।

(बेंकटेश नारायण)  
सरकार के सचिव।

आप संख्या—५/सी० आर—१००८/६९ नि० ५२२४/

पटना—१५, दिनांक ९ चैत, १८९२ (स)  
३० मार्च, १९७०।

प्रतिलिपि—उप सचिव, सामुदायिक विकास एवं पंचायत विभाग को उनके आप संख्या ४२०६/सी० डी० पी०, दिनांक १२-९-१९६९ के प्रसंग में सूचना अग्रसारित।

(बेंकटेश नारायण)  
सरकार के सचिव।

संख्या—५/सी० आर०—४०३०/७० नि० १९३६५

बिहार सरकार,  
नियुक्ति विभाग।

गोपनीय  
प्रेषक,

श्री बेंकटेश नारायण,  
सरकार के सचिव।

सेवा में,

सरकार के सभी सचिव  
सचिवालय एवं सचिवालय से संलग्न सभी विभागाध्यक्ष।

पटना—१५, दिनांक १८ आषाढ़, १८९२ (स)  
९ जुलाई, १९७०।

विषय :— राजपत्रित पदाधिकारियों के कार्य एवं आचरण पर वार्षिक गोपनीय अभ्युक्तियों का अभिलेखन।

पहोचय,

निदेशानुसार मुझे कहना है कि जिन विभागों में प्रधान सचिव (Principal Secretary) पदस्थापित है, वे तम विभागों के निम्नांकित पदाधिकारियों के कार्य एवं आचरण पर वार्षिक गोपनीय अभ्युक्तियाँ अभिलिखित करेंगे।

- (क) सचिव
- (ख) अपर सचिव
- (ग) संयुक्त सचिव
- (घ) उप-सचिव
- (च) अवर सचिव
- (छ) सहायक सचिव
- (ज) विभागाध्यक्ष
- (झ) विशेष कार्यरत पदाधिकारी  
(Officers on Special  
duties to Government)

विश्वासभाजन  
सरकार के सचिव।

इति ना० ७/

गोपनीय

संख्या ५/सी आर—६०९०/७० नि०—१२६२०

बिहार सरकार

नियुक्ति विभाग।

प्रेषक:

श्री राम सेवक मंडल,  
अपर मुख्य सचिव।

सेवा में,

सरकार के सभी सचिव  
सभी विभागाध्यक्ष  
सभी प्रमण्डलीय आयुक्त  
सभी जिला पदाधिकारी

पटना—१५, दिनांक ६ आगस्त, १९६२ (स)

२८ जुलाई, १९७०।

विषय :— राजपत्रित पदाधिकारियों के कार्यों पर वार्षिक गोपनीय अभ्युक्तियों का अभिलेखन।

महोदय,

निवेदकानुसार मुझे कहना है कि नियुक्ति विभाग द्वारा राजपत्रित पदाधिकारियों के कार्यों एवं आचरण पर वार्षिक गोपनीय अभ्युक्तियों के विहित समय के अन्दर अभिलेखन की आवश्यकता पर बल देते हुए अनेकों परिपत्र जारी करने के बावजूब भी यह देखा गया है कि प्रतिवेदन पदाधिकारी अपने असीनस्थ पदाधिकारियों के कार्यों पर वार्षिक गोपनीय अभ्युक्तियाँ विहित समय के अन्दर अभिलेखित नहीं करते हैं जिसके चलते जिन पदाधिकारियों के कार्यों पर प्रतिकूल अभ्युक्तियाँ अभिलेखित रहती हैं, उन्हें उससे विहित समय के अन्दर अवगत नहीं कराया जा पाता है तथा उसके चलते उन्हें अति लज्जा होती है। वार्षिक गोपनीय अभ्युक्तियों के महत्व को मद्दे नजर रखते हुए सरकार भली भाँति सभी पहलुओं पर विचार कर इसके सम्बन्ध में निम्नांकित प्रक्रिया निर्धारित करती है :—

- (१) वार्षिक गोपनीय अभ्युक्तियाँ विहित समय के अन्दर अवश्य अभिलेखित की जायें।
- (२) किसी पदाधिकारी पर रिपोर्ट प्राप्त होने के तीन महीने के अन्दर उनके कार्यों पर अगर प्रतिकूल अंश हो तो उन्हें सूचित किया जाय।
- (३) प्रतिकूल अभ्युक्तियों के संसूचित करने के तीन महीने के अन्दर ही सम्बन्धित अधिकारी, अगर प्रतिकूल अभ्युक्तियों के विरुद्ध अभिवेदन देना चाहें तो अवश्य दे दें। अपवाद स्वरूप मामले में समय की दिवायी सरकार द्वारा की जा सकती है।
- (४) अभिवेदन प्राप्त करने के ५ महीने के अन्दर ही सरकार द्वारा उक्त अभिवेदन का फैसला कर दिया जाय इस अनुरोध से सभी सम्बन्धित पदाधिकारियों को अवगत कराने की कृपा करें।

विश्वासभाजन,

(रा० से० मंडल)

.....२४-७-६२

अपर मुख्य सचिव।

दि० २०/७

गोपनीय

बिहार सरकार  
नियुक्ति विभाग

ज्ञाप संख्या नि० १४०६७

पटना-१५, दिनांक २९ अक्टूबर, १९९२ (स)  
२० अगस्त, १९९०।

सेवा में,

सरकार के सभी सचिव तथा प्रमुख सचिव  
सभी विभागाध्यक्ष / सभी प्रमण्डलायुक्त  
सभी जिला पदाधिकारीविषय :— प्रमण्डलीय आयुक्त तथा आयुक्त के स्तर के सचिवालय में तथा और कहीं पदस्थापित पदाधिकारियों के कार्य एवं  
आचरण पर वार्षिक गोपनीय अभ्युक्तियों का अभिलेखन।सचिवालय में भारतीय प्रशासन सेवा के सुपर टाइम स्केल के पदाधिकारियों के पदस्थापन तथा फील्ड में उक्त स्तर के  
पदाधिकारियों के कतिपय नये पदों के सृजन के फलस्वरूप इन पदाधिकारियों के कार्य एवं आचरण पर वार्षिक गोपनीय अभ्यु-  
क्तियों के अभिलेखन के सम्बन्ध में सभी पहलुओं पर गंभीरतापूर्वक विचार करने के पश्चात् सरकार उनके कार्य एवं आचरण पर  
वार्षिक गोपनीय अभ्युक्तियों के अभिलेखन के लिए निम्नांकित प्रक्रिया निर्धारित करती है :—(I) नियुक्ति विभाग के गोपनीय ज्ञाप संख्या १३४२४ ए दिनांक ११-११-१९९८ के क्लेजिक्स "जी" के भाइटम-२  
में प्रमण्डलीय आयुक्तों के कार्यों पर वार्षिक गोपनीय अभ्युक्तियों के अभिलेखन के सम्बन्ध में जो प्रक्रिया निर्धारित की है उसके  
बदले में निम्नांकित प्रक्रिया अपनायी जाय :—

"Member, Board of Revenue will forward direct to the Appointment Department a report on each Commissioner annually by the 15th May. The Addl. Member, Board of Revenue will put up his remarks to the Revenue Minister and after Revenue Minister has made any observations that he may wish, the Addl. Member Board of Revenue will forward the remarks alongwith the Revenue Minister's observations to the Appointment Department by the 15th May (The Addl. Member is to record his remarks on the Divisional Commissioner on the revenue side barring work which goes to the Member). The Chief Secretary will put up draft remarks to the Chief Minister based on the remarks received and his own opinion. The draft as approved by the Chief Minister will be entered in the C. R. of each officer over the signature of Chief Minister."

II. (क) भारतीय प्रशासन सेवा के सुपर टाइम स्केल के पदाधिकारियों के सम्बन्ध में जो किसी विभाग के प्रधान  
सचिव या नि.स्वा. आयुक्त, शिक्षा आयुक्त के पद पर पदस्थापित हों या पंचवर्षीय योजना से सम्बन्धित विभागाध्यक्ष के पद  
पर पदस्थापित हों परन्तु वे विकास आयुक्त से कम हों तो उनके सम्बन्ध में वार्षिक गोपनीय अभ्युक्तियों के अभिलेखन के  
सम्बन्ध में नियुक्ति विभाग के पत्र संख्या ६४९८ ए दिनांक १-६-१९६५-क की कंडिका (२) में जो प्रक्रिया निर्धारित की गयी  
है वही अब भी लागू रहेगी।(ख) परन्तु अगर उक्त पदाधिकारी विकास आयुक्त से बरिय (senior) है, तो उन पदाधिकारियों के कार्यों पर  
वार्षिक गोपनीय अभ्युक्तियां अभिलेखित करने के लिए निम्नांकित प्रक्रिया अपनाई जाय :—

"If any of the officer in question is in the super-time scale of the I.A.S. (or I.C.S.), the Chief Secretary would put up draft remarks to the Chief Minister for consideration on the basis of his own assessment of the work of the officer. The remarks as approved by the Chief Minister would be placed in the character roll of the officer over the signature of the Chief Minister. This will be in addition to the remarks recorded by the Minister-in-charge of the Department, which would go into the Character Roll of the officer as such."

III. भारतीय प्रशासन सेवा के सुपर टाइम स्केल के पदाधिकारी, जो पंचवर्षीय योजना से सम्बन्धित नहीं हों तथा  
सचिवालय के किसी विभाग के प्रधान सचिव के पद पर या अन्य पदस्थापित हों, के कार्यों पर वार्षिक गोपनीय अभ्युक्तियों के  
अभिलेखन के सम्बन्ध में जो प्रक्रिया आइटम II (ख) में निर्धारित की गयी है वही लागू होगी।IV. भारतीय प्रशासन सेवा के सुपर टाइम स्केल के पदाधिकारी, जो पब्लिक सेक्टर उद्यमों (Public Sector  
Undertakings) के अधीन प्रतिनियुक्त हैं, के कार्यों पर वार्षिक गोपनीय अभ्युक्तियां अभिलेखन करने की जो प्रक्रिया नियुक्ति  
विभाग के परिपत्र संख्या ४१५१ ए दिनांक २१-३-१९९७ की कंडिका (५) में निर्धारित की गयी है, उसके बदले निम्नांकित  
प्रक्रिया को अपनाया जाय :—

"If any of the officer in question is in the super-time scale of the I.C.S./I.A.S., the Principal Secretary in the Administrative Department would send his assessment to the Chief Secretary who would then put up draft remarks to the Chief Minister for consideration on the basis of the remarks recorded by the Principal Secretary and his own assessment of the officer. Provided that if any of the officer in question happens to be senior to the Principal Secretary (and if they being to the same service) the Principal Secretary would not send his assessment to the Chief Secretary. In such cases, Chief Secretary would put up draft remarks to the Chief Minister for consideration on the basis of his own assessment of the work of the officer. The remarks as approved by the Chief Minister would be placed in the character roll of the officer over the signature of the Chief Minister. This will be in addition to the remarks recorded by the Minister-in-charge of the Administrative Department which would go into the character roll of the officers as such."

२) विभागीय सचिव से अनुरोध है कि आइटम II, III एवं IV में दिये गये अनुदेश से सम्बन्धित पदाधिकारियों को अवगत कराने की कृपा करें।

(राम शैल मंडल)

२०-८-७०

अपर मुख्य सचिव

दिनांक १९/८

No. 18450-नि०

Government of Bihar  
Appointment Department  
RESOLUTION

Patna-15 The 6th Kartika, 1892  
28th October, 1970.

**Subject :—** Annual confidential Remarks of I.A.S. Officers determination of reporting and reviewing officers. Consequent upon inforcement of the All India Services (Confidential Rolls) Rules, 1970.

Whereas, consequent upon enforcement of the All India Services (Confidential Rolls) Rules, 1970, vide Government of India, Ministry of Home Affairs Notification No. 36/1/69-IAS-(III), dated the 15th July, 1970 (Enclosure I) it has become necessary to review and revise the existing arrangements as to reporting officers and reviewing officers in respect of each office held by members of the I.A.S. in Bihar. Government have decided that the reporting officers and the reviewing officers in respect of such offices will be as per columns 3 and 4 of the annexure (Enclosure II).

2. The proforma on which the reports are recorded in respect of these officers will be supplied to the reporting officers separately.

Wherever the number of reporting officers in the annexure happen to be more than one in respect of any particular office, such reporting officer should record his remarks separately and send them to the first reviewing officer. Wherever the number of reviewing officers happen to be more than one, the remarks will be sent to such reviewing officer whose designation appears first, who, after recording his remarks, will send them to the next reviewing officer and so on. Thereafter the remarks will be sent to the Appointment Department for further necessary action.

3. Procedure indicated in Appointment Department Memo no. 14067-A, dated the 20th August, 1970 in connection with recording of annual confidential remarks on Divisional Commissioners, officers of Commissioner rank posted in the Secretariat or elsewhere and officers in the supertime scale of the I.C.S. / I.A.S. still holds good.