CONFIDENTIAL. MINISTRY OF RAILWAYS (RAILWAY BOARD)

No.61/289/B/Secy./Admn. New Delhi, 20th July, 1961.

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To

The General Managers,
Central, Eastern, Northern, North-Eastern, Northeast Frontier, Southern, South Eastern and Western Railways; Railway Electrification, 235 Lower Circular Road, Calcutta; D.B.K. Construction Project, East Point Rest House, Uplands, Waltair-3; Chief Administrative Officer, Integral Coach Factory, Perambur, Madras; Principals, Ry. Staff College, Baroda, S.& T. School, Secunderabad, P.Way Training School, Poona; Chief Engineer, Loco. Component Works, Varanasi Cantt., Director General, R.D.S.O., Ellerslie, Simla. General Manager, Chittaranjan Loco. Works, Chittaranjan.

CONFIDENTIAL REPORTS ON OFFICERS.
RECORDING OF ADVERSE REMARKS.

In para.9 of Kamlakara Rao's D.O.No.289-B/Secy/ dated 18-3-1955 it was emphasised that confidential reports should be regarded as very important documents, and should receive adequate time, attention and thought while they are written, as they have a direct bearing on the future advancement of the officers concerned. It has, however, been observed that some confidential reports contain adverse remarks based on very trivial matters.

2. It is an important duty of the reporting officers to bring to an officer's notice, well in time, before writing the reports, any failures, lapses or adverse features, advising him to correct them. If the officer shows improvement, it may not be necessary to incorporate any adverse remarks in his confidential report.

3. A broad view of the overall performance of the officer during the entire year has to be taken into consideration, and adverse remarks should be recorded only on the basis of specific and substantial failings, after the officer concerned has been warned and given adequate time to improve himself. The officer(s) above the reporting officer, including the General Manager, should give due consideration to the representation, if any, preferred by the officer adversely reported upon, and record whether the adverse remarks are accepted or not.

In this connection your attention is specifically drawn to paras. 1608 to 1611 of the Indian Railways Establishment Code, Volume I.

(D.V.Reddy)
Secretary, Railway Board.

C.R.B.
F.C.