

POLICE ORDER No. 274

Dated the 3rd August 1984

SUBJECT—Recording and Maintenance of C. C. rolls of Non-gazetted Officers and Inspectors rank who are specially Gazetted Officers with reference to book Circular No. 46.

(1) P. M. Rule 924 prescribes a precise procedure of writing Annual Confidential Character Roll while P. M. Form No. 151 lays down the broad headings under which remarks are recorded.

(2) Government have issued Book Circular No. 46 prescribing new procedure for recording and maintenance of C. C. Rolls of Non-gazetted Government Employees wherein a three-tier system of recording C. C. Roll has been emphasised. Of late Government have dispensed with personal interview of Police Officers for promotion to higher ranks with the results that the Range Boards and Central Section Boards solely depend on the Service Books and C. C. Rolls to assess the merit and suitability.

(3) To maintain discipline and to assess the degree of performances of the staff of a discipline force like the Police Department no authority below the ranks of Superintendent of Police has been given power to finally write the C. C. Rolls. Nowadays a D. I.-G. is able to see the work of an Inspector and can be able to review the C. C. Roll remarks of an Inspector or equivalent rank which has been recorded by the Superintendent of Police. In Establishment such as Vigilance, Crime Branch, Special Branch where S.-Is. are working in specialised works the D. I.-G. of Police is intimately knowing their performance and hence should review the C. C. Roll Remarks of S. Is. also which have been recorded by the Superintendent of Police.

(4) A copy of Book Circular No. 46 is enclosed (Annexure VI). Over and above the provisions contained in Book Circular No. 46 the following procedures are laid down for implementation of the Government order.

D. F. A.

To

The Principal, T. T. S., Bhubaneswar

SUBJECT—Basic Training of untrained Asst. Drivers in districts/establishments/P. M. T.

It is seen that as many as 260 Assistant Drivers are awaiting to undergo basic course of training of recruit Constables with reference to Police Order No. 278/84. As basic training is absolutely essential for them and at the same time they cannot be spared for a long term of 9 months (the duration of Constables Training Course) in view of law and order problems etc. it is felt that a capsule course of 3 months training will be imparted to them, particularly to train on discipline, smart movement/turnout, parade and handling of weapons etc. The matter has been decided and the same has been approved by D. G. & I.-G. of Police that the said 260 untrained Assistant Drivers will receive their training in 4 batches and the training is to commence from the 1st April 1995 in T. T. S., Bhubaneswar. Hence it is suggested that you should prepare a capsule course of 3 months training and confirm accommodation of 65 trainees at time. A copy of the capsule course be sent to this office early.

Spl. I.-G. of Police, T. C. &  
Director, S. P. A., Orissa, Cuttack.

Memo. No.

/ S. P. A.,

Dt.....94

Copy forwarded to D. I.-G. of Police, P.M.T., Orissa, Cuttack to immediately furnish a list of 65 untrained Assistant Drivers chronologically who have already served in the Department for more than 7 years and to keep them in readiness to join training from the 1st April 1995 for a period of 3 months.

File No. D. 96/94

Spl. I.-G. of Police, T. C. &  
Director S. P. A., Orissa, Cuttack.



Para. (i) of Book Circular No. 46 says that C. C. Roll shall be maintained for all non-Gazetted Government Servants other than Class-IV employees' But P. M. Rule 924 (a) prescribes that C. C. Rolls shall be maintained for each Non-Gazetted Officer of and above the rank of A. S.-I. and Hav.-Major. In other words, P. M. Rules do not prescribe to maintain C. C. Rolls of Constables and Havildars who are Class-III employees and from the bulk of the Police Force. It is therefore decided that instructions laid down in P. M. Rule 924 for maintenance of C. C. Rolls of Non-Gazetted Officers of and above the rank of A. S.-I. and Havildar-Major should be followed.

Para. (ii) of Book Circular No. 46 entrusts the task of maintenance of the original and duplicate C. C. Rolls on the appointing authority whereas P. M. R. 924 lays down that C. C. Rolls should be kept by Superintendent of Police of the District or the Head of the Establishment. Keeping in view the provisions in Book Circular No. 46 existing instructions in P. M. R. 924 and 1042 (for original and duplicate C. C. Rolls), it is decided that original and duplicate C. C. Rolls of the ranks up to S-I. will be maintained and kept by S. P. of the District or the Head of the Establishment as the case may be.

The original and duplicate C. C. Rolls of all Inspectors will be maintained and kept by the D. I.-G. of Police concerned in the Range/Establishment/State Police Headquarters.

C. C. Rolls of Ministerial Officers will be maintained by the Head of Establishment to which they belong. The Heads of Establishments will maintain the duplicate copy of the C. C. Rolls also.

The Head of the Establishment who keeps the C. C. Rolls will ensure timely receipt/review/safe custody/communicating adverse remarks and processing representations.

Para. (iii) of B. C. 46—The period of assessment will be from 1st. April to 31st March as per the Book Circular.

Para. (iv) of B. C. 46—To suit the Police Department the levels of assessment of the work and performance would be as indicated in Para. (3) above.

In accordance with the instructions contained in Para. VIII of Book Circular No. 46 different forms for Police Ministerial Officers, Stenographers, Typists and subordinate executive Police Officers are prescribed to suit our need of recording Annual Character Roll remarks. The forms are enclosed as ANNEXURES (i), (ii), (iii), (iv) and (v).

Para. IX to XX of the Book Circular No. 46—will be implemented with slight changes it necessary to keep up the spirit of this Police order for recording/maintaining C. C. Rolls and communicating adverse remarks/disposing representations in this connection.

This police Order should be given effect while writing the C. C. Roll for the assessment year 1984-85 and onwards.

( OPC-13-82 )

#### ANNEXURE (i)

#### FORM OF

#### CONFIDENTIAL CHARACTER ROLL OF POLICE MINISTERIAL OFFICERS

1. Name
2. Designation
3. Office
4. Branch
5. Section
6. Date of joining to present Grade/Post
7. Date of joining Branch/Section
8. Year of Assessment (Period be mentioned)

(i) Itemised report by Section Officer/Supdt./Head Asst./Head Clerk.

- (a) State of Health
- (b) Attendance and Discipline
- (c) Clearance of Routine
- (d) Noting
- (e) Drafting
- (f) Disposal
- (g) Knowledge of rules and procedures
- (h) Ability to deal with cases

(i) Integrity

(ii) Whether passed Accounts or not

(iii) General remarks :

- (a) Official conduct
- (b) Fitness for promotion or other assignment
- (c) Overall rating, etc.

(iv) Steps taken to point out defects if any, with result

SIGNATURE

DESIGNATION

DATE

II. REMARKS OF THE REVIEWING AUTHORITY IF ANY:

SIGNATURE

DESIGNATION

DATE

III. DATE OF COMMUNICATION OF ADVERSE REMARKS IF ANY (WITH INITIALS OF COMMUNICATING AUTHORITY).

#### ANNEXURE (ii)

##### FORM OF

CONFIDENTIAL CHARACTER ROLL FOR STENOGRAPHERS/C. A.-CUM-STENOGRAPHER

1. Name
2. Posting and Designation
3. Period of Report
4. Attached to
5. State of Health
6. Attendance and discipline
7. Quality of Shorthand and Typewriting
8. Ability to handle secret and Confidential correspondence
9. Grasp and understanding
10. Responsibility
11. Integrity
12. Disposal
13. Steps taken to point out defects if any, with results

GENERAL REMARKS

SIGNATURE OF RECORDING OFFICER

II. DATE OF COMMUNICATION OF ADVERSE REMARKS

SIGNATURE OF ACCEPTING AUTHORITY



# ANNEXURE (iii)

## CONFIDENTIAL CHARACTER ROLL OF TYPIST/HEAD TYPIST/SUPERINTENDENT, ISSUE SECTION

Name ...

Designation ...

Department ...

Branch ...

Section ...

Date of joining the present grade ...

Date of joining the present post ...

Period of report ...

1. Itemised report by Branch Officer (Registrar/E. O./D. S. P.)
  - (a) State of Health ...
  - (b) Attendance and discipline ...
  - (c) Promptness in carrying out instructions ...
  - (d) Maintenance of routine (with reference to the work allotted).
  - (e) Knowledge of rules (with reference to the work allotted)
  - (f) outturn and quality/disposal (with reference to the work allotted).
  - (g) Integrity ...
2. Steps taken to point out defects if any, with results ...
3. General remarks (Official conduct, fitness for promotion or other assignments, overall rating).

SIGNATURE OF REPORTING  
AUTHORITY

DESIGNATION

DATE

### 4. REMARKS BY COUNTERSIGNING AUTHORITY ...

SIGNATURE ...

DESIGNATION ...

DATE ...

### 5. REMARKS BY ACCEPTING AUTHORITY ...

SIGNATURE ...

DESIGNATION ...

DATE ...

6. Date of communication of adverse remarks if any (with initials of communicating authority).

# ANNEXURE (iv)

## ORISSA POLICE

## CONFIDENTIAL CHARACTER ROLL OF SUBORDINATE POLICE OFFICERS (GENERAL BRANCH)

### PART I. P.—PERSONAL DATA

(TO BE FILLED UP BY OFFICE)

1. Confidential report for the year/period ending
2. Name of the officer (in full) ...
3. Designation/rank/post held ...
4. Date of birth and age on the date of report ...
5. Place of posting (mention "post/branch/unit "office)
6. Period of absence from duty on leave/training/suspension etc., if any during the period/year under report.

### PART II—ASSESSMENT BY REPORTING OFFICERS:



7. State of health and temperament

(i) Health

Please indicate whether the Officer's state of health is—

- (a) Good ...
- (b) Indifferent ...
- (c) Bad ...
- (d) Having any other deformity ..

(ii) Temperament and habit:

- (a) Is he calm and does he retain poise at times of pressure of work.
- (b) Does he get provoked easily ...
- (c) Is he able to tolerate difference of opinion
- (d) Any other significant feature in his temperament/habit.

8. Personality and manners:

- (a) Good ...
- (b) Average ...
- (c) Poor ...

9. Intelligence and understanding:

- (a) Exceptional and has clear grasp of any matter however complicated.
- (b) Is intelligent and grasp a point correctly with reasonable speed.
- (c) Shows a barely adequate grasp ...
- (d) Very slow and/or often misses the point.

10. Discipline, Control and management of staff

(i) (a) Power of commanding respect and enforcing discipline.

(ii) Ability to inspire confidence and to get the best out of the staff.

- (a) Gets the best from them ...
- (b) Gets along well ...
- (c) Just manages ...
- (d) Inadequate ...

(iii) Supervision and control over subordinates

- (a) Excellent ...
- (b) Very good ...
- (c) Good ...
- (d) Average ...
- (e) Poor ...

11. Relationship with the colleagues:

- (a) Excellent ...
- (b) Good ...
- (c) Poor ...

12. Conduct towards superiors

13. Relationship with the public:

- (a) Excellent ...
- (b) Good ...
- (c) Average ...
- (d) Poor ...

14. Knowledge of locality

15. Knowledge of law and procedures, manuals and codes.

- (a) Possesses exceptionally good knowledge of law and procedures and of manuals and codes.
- (b) His knowledge of law and procedure etc., is sound.
- (c) His knowledge of law and procedure etc., is just enough.
- (d) His knowledge of law and procedure etc., is not just enough.

16. Quality of works

(i) Standard of :

- (a) Investigation ...
- (b) Supervision ...
- (c) Prosecution ...
- (d) Imparting instruction/training to subordinate officers. ...
- (e) Collection of intelligence ...

(ii) Attention to details in investigation/supervision and other work.

- (a) Most reliable and comprehensive ...
- (b) Consider all relevant details ...
- (c) Apt to be over-concerned with petty details and loses prospective. ...
- (d) Inclined to be superfluous ...

(iii) Promptness in disposal:

- (a) Very prompt ...
- (b) Reasonably prompt ...
- (c) Is slow and tends to delay ...

(iv) Ability in noting and drafting:

- (a) Excellent ...
- (b) Very good ...
- (c) Good ...
- (d) Average ...
- (e) Poor ...

(v) Zeal and industry:

- (a) Very hard working and Conscientious ...
- (b) Satisfactory ...
- (c) Indifferent ...

(vi) Initiative and Drive:

- (a) Excellent ...
- (b) In good measure ...
- (c) Adequate ...
- (d) Lacking ...



- (vii) Readiness to assume responsibility:
- (a) Promptly comes forwarded and accepts responsibility.
  - (b) Accepts responsibility if it comes ...
  - (c) Tends to evade ..
  - (d) Passes responsibility to other ..

17. Honesty and Intergrity

18. Number of Rewards and their nature during the period under report.

G.S. Mark ..

Money Rewards ..

Commendations

19. Number of punishment and their nature during.. the period under report.

Major --

Minor --

20. Steps taken to point out defects, if any, with result

SIGNATURE OF REPORTING OFFICER

DATE

DESIGNATION

PART III—REMARKS OF THE COUNTER-SIGNING AUTHORITY.

- 21. Length of service under the countersigning authority.
- 22. Do you agree with the Reporting Officer in regard to his remarks. If not indicate briefly the reasons for disagreement with Reporting Officer and the extent of your disagreement.
- 23. Overall assessment of performance and qualities
- 24. Special feature of any to be recorded by the countersigning authority.

SIGNATURE OF COUNTERSIGNING AUTHORITY.

DATE

DESIGNATION

PART IV—DATE OF COMMUNICATION OF ADVERSE REMARKS, IF ANY (with intial of communicating Authority).

PART V—REMARKS OF D.M. OR R. D. C. if any, [vide P.M. Rule 924 (a)].

ANNEXURE (v)

FORM

ORISSA POLICE

CONFIDENTIAL CHARACTER-ROLL OF SUBORDINATE POLICE OFFICERS

(TECHNICAL BRANCH)

PART I—(PERSONAL DATA) (To be filled up by office)

- 1. Confidential report for the year/period ending
- 2. Name of the officer (in full)
- 3. Designation, Trade
- 4. Date of birth and age on the date of report
- 5. Place of posting (mention post/branch/unit/office)
- 6. Period of absence from duty on leave/training/suspension, etc., if any, during the period/year under report.

## PART II—ASSESSMENT BY REPORTING OFFICERS

### 7. State of health and temperament

(i) Health (please indicate whether the officer's state of health is)

- (a) Good ..
- (b) Indifferent ..
- (c) Bad ..
- (d) having any other deformity ..

(ii) Temperament and habit :

- (a) Is he calm and does he retain poise at times of pressure of work.
- (b) Does he get provoked easily ..
- (c) Is he able to tolerate difference of opinion
- (d) Any other significant feature in his temperament/habit.

### 8. Personality and manners :

- (a) Good ..
- (b) Average ..
- (c) Poor ..

### 9. Intelligence and understanding—

- (a) Exceptional and has clear grasp of any matter however complicated.
- (b) Is intelligent and grasps a point correctly with reasonable speed.
- (c) Shows a barely adequate grasp ...
- (d) Very slow and/or often misses the point ...

### 10. Discipline, control and management of staff—

- (i) (a) Power of commanding respect and enforcing discipline.
- (ii) Ability to inspire confidence and to get the best out of the staff—
  - (a) Gets the best from them ...
  - (b) Gets along well ...
  - (c) Just manages ...
  - (d) Inadequate ...
- (iii) Supervision and control over subordinates—
  - (a) Excellent ..
  - (b) Very good ..
  - (c) Good ..
  - (d) Average ..
  - (e) Poor ..

### 11. Relationship with the colleagues—

- (a) Excellent ...
- (b) Good ...
- (c) Poor ...

### 12. Conduct towards superiors

### 13. Knowledge of locality

### 14. Technical knowledge and proficiency/Trade

(i) Standard of—

- (a) Operation and maintenance ..
- (b) Supervision ...
- (c) Imparting Instructions ..

(ii) Attention to details in operation, maintenance and supervision.

(iii) Theoretical knowledge

(iv) Practical knowledge



15. Honesty and integrity ...
16. Number of rewards and their nature during the period under report.
  - (a) G. S. Mark ...
  - (b) Money rewards ...
  - (c) Commendation ...
17. Number of punishment and their nature during the period under report.
  - (a) Major ...
  - (b) Minor ...
18. Steps taken to point out defects if any with results

SIGNATURE OF REPORTING OFFICER  
DATE  
DESIGNATION

**PART III.—REMARKS OF THE COUNTERSIGNING AUTHORITY.**

19. Length of service under the countersigning authority
20. Do you agree with the Reporting Officer in regard to his remarks. If not, indicate briefly the reasons for disagreement with Reporting Officer and the extent of your disagreement.
21. Overall assessment of performance and qualities ...
22. Special feature of any to be recorded by the countersigning authority.

SIGNATURE OF COUNTERSIGNING AUTHORITY.  
DATE  
DESIGNATION

**PART IV— DATE OF COMMUNICATION OF ADVERSE REMARKS IF ANY.**

(With initial of Communicating Authority)

**ANNEXURE (VI)**

**CONFIDENTIAL**

(For official use only)

GOVERNMENT OF ORISSA  
BOOK CIRCULAR No. 46  
PROCEDURE FOR RECORDING  
and  
MAINTENANCE OF C. C. Rs.  
of  
NON-GAZETTED GOVERNMENT  
EMPLOYEES

Issued by

GENERAL ADMINISTRATION  
(S. E.) DEPARTMENT



BOOK CIRCULAR No. 46  
GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION(S.E.) DEPARTMENT

MEMO. No. 741—PRO.-11/81 (SE)

To

ALL DEPARTMENTS OF GOVERNMENT/ALL HEADS OF DEPARTMENTS/  
ALL COLLECTORS.

Dated the 5th February 1982

Subject—CONFIDENTIAL CHARACTER ROLLS OF NON-GAZETTED EMPLOYEES  
OF THE GOVERNMENT-PROCEDURE FOR THEIR RECORD, MAINTENANCE  
COMMUNICATION OF ADVERSE REMARKS AND DISPOSAL OF REPRESENTA-  
TIONS.

The question of prescribing a set of instructions for maintenance of the confidential character rolls of the Non-Gazetted Officers of the State Government has been under the consideration of Government for a long time. Certain instructions have been issued by Government in the past, but they do not cover all aspects of the matter. In supersession of these instructions, it has now been decided that the following procedure will be followed for the record, and maintenance of C.C.Rs. of Non-Gazetted Government Servants and for communication of adverse remarks and disposal of representations against them.

For whom  
needed.

- (i) Confidential Character Rolls shall be maintained for all Non-Gazetted Government servants other than the Class IV employees. These shall be maintained in duplicate. The original copy should not be removed from the office having custody of it and the duplicate copy is meant for circulation for purposes of promotion, selection, crossing of F.B., etc.

Custody of  
C. C. Rs..

- (ii) The C. C. Rs. will be maintained in the office of the appointing authority. A responsible officer under him should be put in charge of the C. C. Rs. by the appointing authority. It will be the responsibility of that officer to ensure their safe custody, timely receipt and review. He will also be responsible for communicating adverse remarks in time, processing representations and communicating final decisions.

Report  
period.

- (iii) Character Rolls will be maintained financial yearwise and the report period will be from the 1st April to the 31st March. No remarks should be recorded in the C. C. Rs. before the 31st March except in the event of transfer of the officer recording the comments or the employees himself.

Levels of  
Assessment.

- (iv) There shall ordinarily be three levels of assessment, Reporting Authority, Countersigning Authority and Accepting Authority. The reporting authority is the officer who is in immediate supervision and control of the employee and he initiates the C. C. Rs. The supervisory officers above him who have occasion to observe and inspect the work of the employee will function as countersigning authorities and the accepting authority will be the Head of the Department or office, as the case may be. In the case of non-gazetted staff working in the Secretariat, the Section Officers under whose immediate supervision they function, will be the reporting authorities and the countersigning Authorities will be the Assistant Secretary/Under-Secretary or Deputy Secretary/Joint Secretary, as the case may be. The accepting authority will be Secretary of the Department. For each category non-Gazetted staff working in other offices these authorities will be defined and listed out in a schedule by the Head of Department and circulated to all officers under their control. The levels of assessments may not be less than two or more than three.

Date Lines  
or  
Submission  
of C. C. Rs.

- (v) The reporting authority shall initiate the C. C. R. immediately after the 31st March and submit it in duplicate to the countersigning authority by the 30th April. The countersigning authority will record his own assessment and forward it by the 15th May to the accepting authority. The accepting authority will record his assessment

and forward the C. C. Rs. to the appointing authority by the 31st May. When the C. C. Rs. are written in the midst of the report period as a result of transfer, it is expected that the C. C. Rs. will reach the office of the appointing authority within two months from the date of transfer.

Deployment  
list of staff.

- (vi) In order to ensure that the above time limits are strictly adhered to and to facilitate collection of C. C. Rs. from all sources, it shall be the duty of the appointing authority to maintain a deployment list of staff working under his control and circulate it to all officers under his control. This list should be up dated every year before the 31st March and changes which are ordered in between should be intimated to all concerned.

Certificate  
of reasons  
of not  
recording  
remarks.

- (vii) If for any reason, the C. C. Rs. of an employee is not recorded for a certain period due to leave, suspension, training, etc. the reporting officer should record a certificate to that effect and forward it to the appointing authority under intimation to the countersigning authority and accepting authority.

Forest

- (viii) Confidential remarks should be recorded in the forms prescribed for this purpose. For Assistants of the Secretariat and for other non-gazetted employees of the Secretariat, two forms were prescribed earlier in Book Circular No. 37 issued under the Home Department Memo. No. 922 (9) / C., dated the 20th April 1962 and Home Department Special Section letter No. 1733 (21), dated the 21st March 1963. These forms need some modifications. Forms I & II appended to this Circular will be used for Assistants and other non-ministerial staff (other than Personal Assistants and Stenographers) of the Secretariat respectively. For Stenographers and Personal Assistants, the forms prescribed in the Home Department Special Section Memo. No. 3438 (77) / C., dated the 21st March 1964 may continue to be used. These forms may be adopted with slight modifications as may be necessary for non-gazetted office staff in other offices also. As regards the non-gazetted field staff, suitable forms will be prescribed by the Heads of Departments having regard to the nature of duties assigned to each category of employees.



- Minimum Report period.** (ix) Confidential remarks should be based on the assessing authority's personal knowledge of the employee's work and conduct. A minimum observation period of four months would be required for an officer to form a reliable opinion about the work of a subordinate. It is, therefore, expected that an officer should not normally record his assessment unless he has watched the performance of the employee for atleast four months. However, if some specially good work has been done in a shorter period there is no bar to mentioning it in the C. R.
- What C. R. should cover** (x) In the case of all employees, confidential remark should cover the employee's physical and mental fitness ; knowledge of rules and procedure pertaining to the work entrusted to him ; promptness in carrying out instructions ; sense of discipline ; responsibility and devotion to duty ; official conduct, relation with colleagues and superiors ; fitness for promotion or other assignments and overall rating. In case of ministerial officers, the quality of drafting and noting, maintenance of routine and ability to handle cases should be commented upon. In the case of non-ministerial office staff, the assessment should be with regard to the quality and outturn of the work assigned to them. In the case of non-gazetted field staff, the assessment should cover the quality and effectiveness of touring and relations with the public, particularly the ability to deal with their complaints and demands with tact and promptness.
- Integrity** (xi) All Government servants are expected to maintain a high standard of integrity and controlling authorities are expected to ensure that their subordinates measure up to this expectation. Reporting officers should, therefore, keep special watch on the integrity of their subordinates and record the result of their observation in the column meant for the purpose. The tendency to leave this column blank should be avoided. If any criminal prosecution has been started against the employee or he has been proceeded against departmentally for lapses which raise doubts about his integrity, the brief facts leading to such action, together with the outcome, should also be given against this column.
- Ephemeral C. R.** (xii) In order to ensure that the assessments is factual and unbiased, the reporting authorities may maintain an ephemeral character roll in which instances of both good and bad work / conduct may be noted as and when they come to their notice together with the remedial measures taken by them in case of defects. Supervisory officers are expected to acquaint their staff with any shortcoming as soon as they become aware of it, so that it is rectified at the earliest. The aim should be to get the defects rectified during the report period itself instead of enumerating them in the C. R. at the end of the report period. The action taken in this regard will be noted against the appropriate column in the C. R. form.
- Assessment by C. O. & Higher Authority.** (xiii) The countersigning authorities should clearly indicate in their assessment whether they agree with remarks and rating given by the R. O. If they feel that the R. O.'s remarks should be modified or toned down, a clear indication to that effect should be given. These instructions would apply to the accepting authorities also. If the R. O. and C. O. have given conflicting assessments, the accepting authority has to indicate clearly with whom he agrees.
- Communication of Adverse remarks.** (xiv) The C. Rs. on receipt, will be scrutinised in the office of the appointing authority and all adverse remarks will be communicated to the employee by the officer entrusted with the maintenance of C. Rs. The purpose of communication is to ensure that the employee rectifies the defects at the earliest. Hence, the utmost priority should be given to communication of adverse remarks. All such communications should normally issue before the 31st December immediately following the report period.
- Representations against adverse remarks.** (xv) The employees are expected to profit by the communication of adverse remarks and should not regard them as matters of argument. Hence representations against adverse remarks should not ordinarily be entertained. But in cases where the impugned remark is obviously the result of a mistake on the part of the assessing authority, the representation may be entertained and consolidated. Representations should be factual and courteously worded and should not be argumentative.
- Authority competent to entertain representations.** (xvi) The representations will be generally disposed of by the appointing authority. Where, however, the representation is against the remarks of the appointing authority himself, it will be disposed of by the next higher authority. In such cases the representations should be forwarded to the authorities as indicated below :—

#### AUTHOR OF ADVERSE REMARKS

#### AUTHORITY COMPETENT TO DISPOSE OF THE REPRESENTATIONS.

District Officer

Divisional / Range Officer

Divisional / Range Officer

Head of Department

Head of Department

Secretary of the Department

Secretary of the Department

Chief Secretary or Additional Chief Secretary incharge of the Department.

**Consultation with the author of adverse remarks.**

- (xii) The authority competent to dispose of representations may consult the officer, who recorded the adverse comments and ask him to substantiate his remarks, but he is not expected to wait indefinitely for his opinion. Only a month need be allowed. When substantiation reports are called for from an officer, copies of the C. R. in question and the representation will be forwarded to him.

**Disposal of representations.**

- (xviii) If on examination of the representation, it is found that the remarks should be expunged, modified or toned down, necessary corrections to that effect will be made in the C.R. under proper attestation. If it is found that the representation has no merit, it should be rejected. The decision in either case will be intimated to the representationist.



Time-limits  
for receipt  
and disposal  
of representa-  
tions.

(xix) All representations must be filed within a period of six months from the date of receipt of communication. In exceptional cases, however, where the reasons for delay are explained to his satisfaction, the competent authority may extend this period, which in no case should exceed one year. Representations should ordinarily be disposed of within three months from the date of receipt.

Memorials  
against  
decisions on  
representa-  
tions.

(xx) Not more than one memorial to Government will lie against any decision on a representation against adverse entries in the C. R. such memorial must be filed within six months from the date of the decision appealed against.

Cancellation  
of Earlier  
order.

2. The following circulars issued in the past are hereby rescinded —

(i) Home Department G. O. No. 5103-10-A, dated 13th July 1937

(ii) Home Department G. O. No. 5353-59-A, dated 1st/13th August 1940

(iii) Home Department Memo. No. 11235-67-A, dated 23rd July 1953

(iv) Home (Appointment) Department G.O. No. 3759/C, dated 18th December 1958

(v) Home Department (Special Section) G. O. No. 672 (59) /C, dated 17th March 1962

(vi) Book Circular No. 37 issued in Home Department (Special Section) Memo. No. 922 (19)/C, dated 29th April 1962.

(vii) Home Department (Special Section) Memo. No. 1912 (19)/C, dated 19th July 1962

(viii) Home Department (Special Section) G. O. No. 3826 (13)/C, dated 14th December 1962

(ix) Home Department (Special Section) G. O. No. 1733 (21)/C, dated 21st March 1983

(x) Home Department (Special Section) G. O. No. 3817 (21) /C, dated 10th June 1983.

3. These instructions may be brought to the notice of all Officers under your control.

C. NARAYANASWAMY

Special Secretary to Government

General Administration Department

MEMO. NO. 742-SE.

Dated the 5th February 1982

COPY forwarded to the Principal of all Educational Institution/\*\* for information and necessary action.

Receipt of this Book Circular may kindly be acknowledged.

A. N. DAS

FORM I  
CHARACTER ROLL OF SECRETARIAT ASSISTANTS

Name	..
Designation	..
Department	..
Branch	..
Section	..
Date of joining the present grade	..
Date of joining the section	..
Year	..

I. Itemised report by Section Officer

(a) State of Health	..
(b) Attendance and discipline	..
(c) Clearance of routine	..
(d) Noting	..
(e) Drafting	..
(f) Disposal	..
(g) Knowledge of rules and procedures	..
(h) Ability to deal with cases	..
(i) Integrity	..



- II. Steps taken to point out defects, if any, with result
- III. General Remarks (Official conduct-fitness for promotion or other assignments, overall rating, etc).

Signature \_\_\_\_\_

Date \_\_\_\_\_

- IV. Remarks by Assistant Secretary/Under-Secretary or other superior Officers.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

- V. Remarks by the Secretary

Signature \_\_\_\_\_

Date \_\_\_\_\_

- VI. Date of communication of adverse remarks, if any (with initials of communicating officer).

FORM II

CHARACTER ROLL OF NON-MINISTERIAL STAFF OTHER THAN P. As./  
(STENOGRAPHERS) OF THE SECRETARIAT

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department	Branch	Section
------------	--------	---------

Date of joining the present grade \_\_\_\_\_

Date of joining the present post \_\_\_\_\_

- I. Itemised report by Section Officer—

- (a) State of Health \_\_\_\_\_
- (b) Attendance and discipline \_\_\_\_\_
- (c) Promptness in carrying out instructions \_\_\_\_\_
- (d) Maintenance of routine (with reference to the work allotted) \_\_\_\_\_
- (e) Knowledge of rules (with reference of the work allotted) .. \_\_\_\_\_
- (f) Outturn and quality of disposal (with reference to the work allotted). \_\_\_\_\_
- (g) Integrity \_\_\_\_\_

- II. Steps taken to point out defects, if any, with results

- III. General remarks (Official conduct fitness for promotion or other assignments, over all rating).

Signature \_\_\_\_\_

Date \_\_\_\_\_

- IV. Remarks by Assisant Secretary/Under-Secretary or other superior Officer.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

- V. Remarks by Secretary

Signature \_\_\_\_\_

Date \_\_\_\_\_

- VI. Date of communication of adverse remarks, if any, with initials of communicating officer.

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D-3-83-11

After a careful consideration, it is ordred that the directly recruited Assistant Drivers in the districts Estts. including P.M.T. will undergo the basic course of constables at P. T. C. Angul / P. T. S. Nayagarn.

Their training will be commenced at P. T. C., Angul according to seats available there. The appointment is subject to sucessfully passing out the basic Constables training course. They will only get usual pay and allowances as admissible to Government servants duing training period.

Similarly other Constables or equivalent rank who are now attached to different units i. e., Signal T. S. L. F. B. B. Photo Bureau etc. excepting Peon, Follower Orderly, Daftry, Cooks, Faras and visit of Police organisation will also undergo Basic Constables Course at P. T. C. and P. T. S.

Those who will not come out successful in the basic Constables Training will be liable for discharge from service. No one should be left from undergoing the Police Training as a matter of principle.

1-3-83 (II)

W. R. 684 (a)

POLICE ORDER No. 274 / 84 / OP.

Dated the 3rd August 1984

Subject : RECORDING AND MAINTENANCE OF C. C. ROLLS OF NON-GAZETTED OFFICERS AND INSPECTORS RANK WHO ARE SPECIALLY GAZETTED OFFICERS WITH REFERENCE TO BOOK CIRCULAR No. 46.

(1) P. M. Rule 924 prescribe a precise procedure of writing Annual Confidential Character Roll while P. M. Form No. 151 lays down the broad headings under which remarks are recorded.

(2) Government have issued Book Circular No. 46 prescribing new procedure for recording and maintenance of C. C. Rolls fo Non-Gazetted Government Employees wherein a three-tier system of recording C. C. Roll has been emphasised. Of late Government have dispensed with personal interview of Police Officers for promotion to higher ranks with the results that the Range Boards and Centra Section Boards solely depend on the Service Book and C. C. Rolls to assess the merit and suitability.

(3) To maintain discipline and to assess the degree of performances of the staff of a disciplined force like the Police Department no authority below the rank of Supdt. of Police has been given power to finally writethe C. C. Rolls. Now a days a D. I.-G. is able to see the work of an Inspector and can be able to review to C. C. Roll remarks of an Inspector or equivalent rank which has been recorded by the Superintendent of Police. In Establishment such as Vigilance, Crime Branch, Special Branch where S.-Is. are working in Specialised works the D. I.-G. of Police is intimately knowing their performance and hence should review the C. C. Roll Remarks of S.-Is. also which have been recorded by the Superintendent of Police.

(4) A copy of Book Circular No. 46 is enclosed (Annexure-VI) over and above the provisions contained in Book Circular No. 46 the following procedures are laid down for implementation of the Government order.

Para. (i) of Book Circular No. 46 says that C. C. Roll shall be maintained for all non-Gazetted Government Servants other than Class-IV employees. But PM. Rule 924 (a) prescribes that C. C. Rolls shall be maintained for each non-Gazetted Officer of and above the rank of A. S. -I. and Hav.-Major. In other words, P.M., Rules to not prescribe to maintain C. C. Ro'ls of Constables and Havildars who are Class-III employees and from the bulk of the Police Force. It is, therefore, decided that instructions laid down in P. M. Rule 924 for maintenance of C. C. Rolls of Non-Gazetted Officers of and above the rank of A. S.-I. and Havildar-Major should be followed.

Para. (ii) of Book Circular No 46 entrusts the task of maintenance of the original and duplicate C. C. Rolls on the appointing authority whereas P. M. R. 924 lays down that C. C. Rolls should be kept by Suprintendent of Police of the District or the Head of Establishment. Keeping in view the provisions in Book Circular No. 46 existing instructions in P. M. Rs. 924 and 1042 (For original and duplicate C. C. Rolls) it is decided that original and duplicate C. C. Rolls of the ranks up to S-I. will be maintained and kept by S.P. of the District or the Head of the Establishment as the case may be.

The Original and duplicate C. C. Rolls of all Inspectors will be maintained and kept by the D. I.-G. of Police concerned in the Range/Establishment/State Police Headquarters.

C. C. Rolls of Ministerial Officers will be maintained by the Head of Establishment to which they belong. The Heads of Establishments will maintain the duplicate copy of the C. C. Rolls also.



The Head of the Establishment who keeps the C. C. Rolls will ensure timely receipt / review / safe custody / communicating adverse remarks and processing representations.

Para. (iii) of B. C. 46 — The period of assessment will be from 1st April to 31st March as per the Book Circular.

Para. (iv) of B. C. 46 — To suit the Police Department the levels of Assessment of the work and performance would be as indicated in Para. (3) above.

In accordance with the instructions contained in Para. VIII of Book Circular No. 46 different forms for Police Ministerial Officers, Stenographers, Typists and subordinate Executive Police Officers as prescribed to suit or need of recording Annual Character Roll remarks. The forms are enclosed as ANNEXURES—(i), (ii), (iii), (iv) and (v).

Para. IX to XX of the Book Circular No. 46 — will be implemented with slight changes if necessary to keep up the spirit of this Police order for recording / maintaining C. C. Rolls and communicating adverse remarks/disposing representations in this connection.

This police order should be given effect while writing the C. C. Roll for the assessment year 1984-85 and onwards.

( OPC-13-82 )

( S. S. PADHI )

9-8-84

DIRECTOR-GENERAL OF POLICE AND  
INSPECTOR-GENERAL OF POLICE, ORISSA

skp : 050384  
MEMO. No. 3040 /

OP.

The 14th August 1984

Copy together with copies of its enclosures forwarded to all Heads of Police Estts. (including Vigilance and H. G.) for necessary action.

( S. S. PADHI )

9-8-1984

D.-G. P. & I.-G. of POLICE, ORISSA

MEMO. No. 3041

OP.

The 14th August 1984

Copy forwarded to the Secretary to the Government of Orissa, Home Department, Bhubaneswar for information.

( S. S. PADHI )

9-8-84

D.-G. P. & I.-G. OF POLICE, ORISSA

O. D. No. 3042

OP.

The 14th August 1984

Copy together with copies of its enclosures to Steno. to I-GP (C) Steno to I-GP (A) / Steno to DIG (A) / Steno to AI-G (S) / Steno to AI-G (F) / Steno to AIF (E) / Steno to AIG (P) / PWO / LPWO / EO / PA / REGR / DSP G. Coll / A. C. / A. I. / All S P. C. A. / Inspector. Con. Section Inspector. G. Cell for information / 5 copies to Supply Sec. / 20 sets extra copies.

#### ANNEXURE (i)

#### FORM OF CONFIDENTIAL CHARACTER ROLL OF POLICE MINISTERIAL OFFICERS

1. Name
2. Designation
3. Office
4. Branch
5. Section

6. Date of joining the present Grade / Post

7. Date of Joining Branch / Section

8. Year of Assessment (period be mentioned )

I. ( i ) Itemised report by Section Officer Supdt. / Head Asstt. / Head Clerk

(a) State of Health

(b) Attendance and Discipline

(c) Clearance of Routine

(d) Noting

(e) Drafting

(f) Disposal

(g) Knowledge of rules and procedures

(h) Ability to deal with cases

( i ) Integrity

(ii) Whether passed Accounts or not

(ii) General remarks—

(a) Official conduct

(b) Fitness for promotion or other assignment

(c) Overall rating etc.

(iv) Steps taken to point out defects, if any, with result ..

SIGNATURE ..

DESIGNATION ..

DATE ..

II. REMARKS OF THE REVIEWING AUTHORITY IF ANY

SIGNATURE ..

DESIGNATION ..

DATE ..

III. DATE OF COMMUNICATION OF ADVERSE REMARKS IF ANY (WITH INITIALS OF COMMUNICATING AUTHORITY).

ANNEXURE (ii)

FORM OF

CONFIDENTIAL CHARACTER ROLL FOR STENOGRAPHERS/ C.A.-Cum-STENOGRAPHER

1. Name ..

2. Posting and Designation ..

3. Period of Report ..

4. Attached to ..

5. State of Health ..

6. Attendance and discipline ..

7. Quality of shorthand and typewriting ..

8. Ability to handle secret and confidential correspondences ..



- 9. Grasp and understanding ...
- 10. Responsibility ..
- 11. Integrity ...
- 12. Disposal ...
- 13. Steps taken to point out defects if any with results. ..

GENERAL REMARKS

SIGNATURE OF RECORDING  
OFFICER

II. DATE OF COMMUNICATION OF ADVERSE REMARKS

SIGNATURE OF ACCEPTING  
AUTHORITY

### ANNEXURE (iii)

#### CONFIDENTIAL CHARACTER ROLL OF TYPIST/HEAD TYPIST/SUPDT. ISSUE SECTION

Name

Designation

Department

Branch

Section

Date of joining the present grade

Date of joining the present post

Period of report

#### 1. Itemised report by Branch Officer (Registrar/E.O./D.S.P.)

- (a) State of Health
- (b) Attendance and discipline
- (c) Promptness in carrying out instructions
- (d) Maintenance of routing (with reference to the work allotted)
- (e) Knowledge of rules (with reference to the work allotted)
- (f) Outturn and quality/disposal (with reference to the work allotted)
- (g) Integrity

#### 2. Steps taken to point out defects if any, with results

#### 3. General remarks (Official conduct, fitness for promotion or other assignments, over all rating).

SIGNATURE OF REPORTING AUTHORITY

DEGSIGNATION

DATE

4. REMARKS BY COUNTERSIGNING AUTHORITY

SIGNATURE

DESIGNATION

DATE

5. REMARKS BY ACCEPTING AUTHORITY

SIGNATURE

DESIGNATION

DATE

6. Date of communication of adverse remarks if any (with initials of communicating authority)

ANNEXURE (iv)

ORISSA POLICE

CONFIDENTIAL CHARACTER ROLL OF SUBORDINATE POLICE OFFICERS (GENERAL BRANCH)

PART I—PERSONAL DATA

(TO BE FILLED UP BY OFFICE)

1. Confidential report for the year/period ending
2. Name of the officer (in full)
3. Designation/rank/post held
4. Date of birth and age on the date of report
5. Place of posting (mention post/branch/unit/office)
6. Period of absence from duty on leave/training/suspension etc., if any, during the period/year under report.

PART II—ASSESSMENT BY REPORTING OFFICERS

7. State of health and temperament

(i) Health please indicate whether the Officers' state of health is—

(a) Good

(b) Indifferent

(c) Bad

(d) Having any other deformity

(ii) Temperament and habit—

(a) Is he calm and does he retain poise at times of pressure of work

(b) Does he get provoked easily

(c) Is he able to tolerate difference of opinion

(d) Any other significant feature in his temperament/habit



8. Personality and manners—

- (a) Good
- (b) Average
- (c) Poor

9. Intelligence and understanding—

- (a) Exceptional and has clear grasp of any matter however complicated
- (b) Is intelligent and grasp a point correctly with reasonable speed
- (c) Shows a barely adequate grasp
- (d) Very slow and or often misses the point

10. Discipline, Control and management of staff

- (i)(a) Power of commanding respect and enforcing discipline
- (ii) Ability to inspire confidence and to get the best out of the staff—

- (a) Gets the best from them
- (b) Gets along well
- (c) Just manages
- (d) Inadequate

- (iii) Supervision and control over subordinates—

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

11. Relationship with the colleagues—

- (a) Excellent
- (b) Good
- (c) Poor

12. Conduct towards superiors

13. Relationship with the public—

- (a) Excellent
- (b) Good
- (c) Average
- (d) Poor

14. Knowledge of locality

15. Knowledge of law and procedures, manuals and codes—

- (a) Possesses exceptionally good knowledge of law and procedures and of manuals and code
- (b) His knowledge of law and procedure, etc. is sound
- (c) His knowledge of law and procedure etc. is just enough
- (d) His knowledge of law and procedure etc. is not just enough

16. Quality of work:

(i) Standard of—

- (a) Investigation
- (b) Supervision
- (c) Prosecution
- (d) Imparting instruction/training to subordinate officers
- (e) Collection of intelligence

(ii) Attention to details in investigation/supervision and other works—

- (a) Most reliable and comprehensive
- (b) Consider all relevant details
- (c) Apt. to be over-concerned with petty details and loses prospective.
- (d) Inclined to be superfluous

(iii) Promptness in disposal—

- (a) Very prompt
- (b) Reasonably prompt
- (c) Is slow and tends to delay

(iv) Ability in noting and drafting—

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

(v) Zeal and Industry—

- (a) Very hard working and conscientious
- (b) Satisfactory
- (c) Indifferent

(vi) Initiative and drive—

- (a) Excellent
- (b) In good measure
- (c) Adequate
- (d) Lacking



(vii) Readiness to assume responsibility—

- (a) Promptly comes forward and accepts responsibility ..
- (b) Accepts responsibility if it comes ..
- (c) Tends to evade ..
- (d) Passes responsibility to others ..

17. Honesty and Integrity

18. Number of Rewards and their nature during the period under report

- G. S. Mark ..
- Money Rewards ..
- Commendations ..

19. Number of Punishment and their nature during the period under report

- Major ..
- Minor ..

20. Steps taken to point out defects, if any with result ..

SIGNATURE OF REPORTING OFFICER

DATE

DESIGNATION

PART III—REMARKS OF THE COUNTERSIGNING AUTHORITY

- 21. Length of service under the countersigning authority
- 22. Do you agree with the Reporting Officer in regard to his remarks? If not, indicate briefly the reasons for disagreement with Reporting Officer and the extent of your disagreement.
- 23. Overall assessment of performance and qualities
- 24. Special feature of any to be recorded by the countersigning authority.

SIGNATURE OF COUNTERSIGNING  
AUTHORITY

DATE

DESIGNATION

PART IV—DATE OF COMMUNICATION OF ADVERSE REMARKS, IF ANY

(with initial of communicating Authority)

PART V—REMARKS OF D. M. OR R. D. C., if any  
vide P. M. Rule 924 (a).

ANNEXURE (V)

FORM

ORISSA POLICE

CONFIDENTIAL CHARACTER ROLL OF SUBORDINATE POLICE OFFICERS  
(TECHNICAL BRANCH)

PART I—(PERSONAL DATA)

(To be filled up by Office)

1. Confidential report for the year/period ending ..
2. Name of the officer (in full) ..
3. Designation/Trade ..
4. Date of birth and age on the date of report ..
5. Place of posting (mention post/branch/unit/office)
6. Period of absence from duty on leave/training/  
suspension, etc., if any during the period/year  
under report.

PART II—ASSESSMENT BY REPORTING OFFICERS

7. State of health and temperament ..

(i) Health (please indicate whether the officers'  
state of health) is :

- (a) Good ..
- (b) Indifferent ..
- (c) Bad ..
- (d) Having any other deformity ...

(ii) Temperament and habit ..

- (a) Is he calm and does he retain poise at  
times of pressure of work.
- (b) Does he get pravoked easily ..
- (c) Is he able to tolerate difference of  
opinion
- (d) Any other significant fearture in his  
temperament/habit.

8. Personality and manners:

- (a) Good ..
- (b) Average ...
- (c) Poor ...

9. Intelligence and understanding; :

- (a) Exceptional and has clear grasp of any  
matter however complicated.
- (b) Is intelligent and grasps a point correctly  
with reasonable speed.



- (c) Shows a barely adequate grasp ...
- (d) Very slow and/or often misses the point ...
10. Discipline, control and management of staff :
- (i) (a) Power of commanding respect and enforcing discipline. ...
- (ii) Ability to inspire confidence and to get the best out of the staff :
- (a) Gets the best from them ...
- (b) Gets along well ...
- (c) Just manages ...
- (d) Inadequate ...
- (iii) Supervision and control over subordinates :
- (a) Excellent ...
- (b) Very good ...
- (c) Good ...
- (d) Average ...
- (e) Poor ...
11. Relationship with the colleagues :
- (a) Excellent ...
- (b) Good ...
- (c) Poor ...
12. Conduct towards superiors ...
13. Knowledge of locality ...
14. Technical knowledge and proficiency / Trade :
- (i) Standard of :
- (a) Operation and maintenance ...
- (b) Supervision ...
- (c) Imparting instructions ...
- (ii) Attention to details in operation, maintenance and supervision. ...
- (iii) Theoretical knowledge ...
- (iv) Practical knowledge ...
15. Honesty and integrity ...
16. Number of rewards and their nature during the period under report :
- (a) G. S. Mark ...
- (b) Money rewards ...
- (c) Commendations ...
17. Number of punishment and their nature during the period under report :
- (a) Major ...
- (b) Minor ...

18. Steps taken to point out defects, if any with results

Signature of reporting Officer

Date

Designation

**PART III—REMARKS OF THE COUNTERSIGNING  
AUTHORITY.**

19. Length of service under the countersigning authority.

20. Do you agree with the Reporting Officer in regard to his remarks ? If not, indicate briefly the reasons for disagreement with Reporting Officer and the extent of your disagreement.

21. Overall assessment of performance and qualities

22. Special feature of any to be recorded by the countersigning authority.

Signature of Countersignature  
Authority

Date

Designation

**PART IV—DATE OF COMMUNICATION OF  
ADVERSE REMARKS, IF ANY.**

(With initial of Communicating Authority)

**ANNEXURE (vi)**

---

**CONFIDENTIAL**

(For Official use only)

**GOVERNMENT OF ORISSA**

---

**BOOK CIRCULAR No. 46**

**PROCEDURE FOR RECORDING**

**and**

**MAINTENANCE OF C. C. Rs.**

**of**

**NON-GAZETTED GOVERNMENT EMPLOYEES**

---



Issued by :

**GENERAL ADMINISTRATION (S. E.) DEPARTMENT**

**BOOK CIRCULAR No 46**

**GOVERNMENT OF ORISSA**

**GENERAL ADMINISTRATION (SE) DEPARTMENT**

MEMO. No. 741—PRO-11 / 81 (SE)

To

**ALL DEPARTMENTS OF GOVERNMENT  
ALL HEADS OF DEPARTMENT  
ALL COLLECTORS**

*Dated the 5th February 1982*

**SUBJECT—CONFIDENTIAL CHARACTER-ROLLS OF NON-GAZETTED EMPLOYEES OF THE GOVERNMENT—PROCEDURE FOR THEIR RECORD, MAINTENANCE, COMMUNICATION OF ADVERSE REMARKS AND DISPOSAL OF REPRESENTATIONS.**

The question of preserving a set of instructions for maintenance of the confidential character-rolls of the Non-Gazetted officers of the State Government has been under the consideration of Government for a long time. Certain instructions have been issued by Government in the past, but they do not cover all aspects of the matter. In supersession of these instructions, it has now been decided that the following procedure will be followed for the record and maintenance of C. C. Rs. of non-gazetted Government servants and for communication of adverse remarks and disposal of representations against them.

For whom  
needed.

(i) Confidential character-rolls shall be maintained for all non-gazetted Government servants other than the Class IV employees. These shall be maintained in duplicate. The original copy should not be removed from the Office having custody of it and the duplicate copy is meant for circulation for purposes of promotion, selection, crossing of E. B., etc.

Custody of  
C. C. Rs.

(ii) The C. C. Rs. will be maintained in the Office of the appointing authority. A responsible officer under him should be put in charge of the C. C. Rs. by the appointing authority. It will be the responsibility of that officer to ensure their safe custody, timely receipt and review. He will also be responsible for communicating adverse remarks in time, processing representations and communicating final decisions.

Report  
period.

(iii) Character-rolls will be maintained financial yearwise and the report period will be from 1st April to the 31st March. No remarks should be recorded in the C. C. Rs. before 31st March except in the event of transfer of the officer recording the comments of the employee or the himself.

Levels of  
Assessment

(iv) There shall ordinarily be three levels of assessment—Reporting Authority, Countersigning Authority and Accepting Authority. The reporting authority is the officer who is in immediate supervision and control of the employee and he will initiate the C. C. Rs. The supervisory officers above him who have occasion to observe and inspect the work of the employee will function as countersigning authorities and the accepting authority will be the Head of the Department or office as the case may be. In the case of non-gazetted staff working in the Secretariat, the Section Officers under whose immediate supervision they function, will be the reporting authorities and the countersigning authorities will be the Assistant Secretary/Under-Secretary or Deputy Secretary, Joint Secretary as the case may be. The accepting authority will be Secretary of the Department. For each category of non-gazetted staff working in other offices these authorities will be defined and listed out in a schedule by the Heads of Department and circulated to all officers under their control. The levels of assessments may not be less than two or more than three.

Date lines or  
Submission  
of C. Rs.

(v) The reporting authority shall initiate the C. C. R. immediately after the 31st March and submit it in duplicate to the countersigning authority by 30th April. The countersigning authority will record his own assessment and forward it by 15th May to the accepting Authority. The accepting authority will record his assessment and forward the C. C. Rs. to the appointing authority by 31st May. When the C. C. Rs. are written in the midst of the report period as a result of transfer, it is expected that the C. C. Rs. will be reach the Office of the appointing authority within two months from the date of transfer.



**Employment  
list of staff.**

(vi) In order to ensure that the above time limits are strictly adhered to and to facilitate collection of C. C. Rs. from all sources, it shall be the duty of the appointing authority to maintain a deployment list of staff working under his control and circulate it to all officers under his control. This list should be updated every year before 31st March and changes which are ordered in between should be intimated to all concerned.

**Certificate of  
reasons of  
not recording  
remarks.**

(vii) If for any reason, the C. C. R. of an employee is not recorded for a certain period due to leave, suspension, training etc., the reporting officer should record a certificate to that effect and forward it to the appointing authority under intimation to the countersigning authority and accepting authority.

**Forms**

(viii) Confidential remarks should be recorded in the forms prescribed for this purpose. For Assistant of the Secretariat and for other non-gazetted employees of the Secretariat two forms were prescribed earlier in Book Circular No. 37 issued under the Home Department Memo. No. 922 (9)/C, dated the 20th April 1962 and Home Department Special Section letter No. 1733 (21), dated the 21st March 1963. These forms need some modifications. Forms I and II appended to this Circular will be used for Assistants and other non-ministerial staff (other than Personal Assistants and Stenographers) of the Secretariat respectively. For Stenographers and Personal Assistants, the forms prescribed in the Home Department Special Section Memo. No. 3438 (77)/C, dated the 21st March 1964 may continue to be used. These forms may be adopted with slight modifications as may be necessary for non-gazetted office staff in other offices also. As regards the non-gazetted field staff, suitable forms will be prescribed by the Heads of Departments having regard to the nature of duties assigned to each category of employees.

**Minimum  
report  
period.**

(ix) Confidential remarks should be based on the assessing authority's personal knowledge of the employees's work and conduct. A minimum observation period of four months would be required for an officer to form a reliable opinion about the work of a subordinate. It is, therefore, expected that an officer should not normally record his assessment unless he has watched the performance of the employee for at least four months. However if some specially good work has been done in a shorter period, there is no bar to mentioning it in the C. R.

**What C. R.  
should cover.**

(x) In the case of all employees, confidential remarks should cover the employees's physical and mental fitness, knowledge of rules and procedure pertaining to the work entrusted to him promptness in carrying out instructions, sense of discipline, responsibility and devotion to duty, official conduct, relation with colleagues and superiors fitness for promotion or other assignments and overall rating. In the case of ministerial officers, the quality of drafting and noting, maintenance of routine and ability to handle cases should be commented upon. In the case of non-ministerial office staff, the assessment should be with regard to the quality and output of the work assigned to them. In the case of non-gazetted field staff, the assessment should cover the quality and effectiveness of touring and relations with the public, particularly the ability to deal with their complaints and demands with tact and promptness.

**Integrity**

(xi) All Government servants are expected to maintain a high standard of integrity and controlling authorities are expected to ensure that their subordinates measure up to his expectation. Reporting Officers should, therefore, keep special watch on the integrity of their subordinates and record the result of their observation in the column meant for the purpose. The tendency to leave this column blank should be avoided. If any criminal prosecution has been started against the employee or he has been proceeded against departmentally for lapses which raise doubts about his integrity, the brief facts leading to such action, together with the outcome, should also be given against this column.

**Ephemeral  
C. R.**

(xii) In order to ensure that the assessment is factual and unbiased, the reporting authorities may maintain an ephemeral character roll in which instances of both good and bad work/conduct may be noted as and when they come to their notice together with the remedial measures taken by them in case of defects. Supervisory officers are expected to acquaint their staff with any shortcoming as soon as they become aware of it, so that it is rectified at the earliest. The aim should be to get the defects rectified during the report period itself instead of enumerating them in the C. R. at the end of the report period. The action taken in this regard will be noted against the appropriate column in the C. R. form.

**Assessment  
by C. O. &  
higher  
authority.**

(xiii) The countersigning authorities should clearly indicate in their assessment whether they agree with the remarks and rating given by the R. O. If they feel that the R. O.'s remarks should be modified or toned down, a clear indication to that effect should be given. These instructions would apply to the accepting authorities also. If the R. O. and C. O. have given conflicting assessments, the accepting authority has to indicate clearly with whom he agrees.



Communi-  
cation of  
adverse  
remarks.

(xiv) The C. Rs. on receipt will be scrutinised in the office of the appointing authority and a adverse remarks will be communicated to the employee by the officer entrusted with the maintenance of C. Rs. The purpose of communication is to ensure that the employee rectifies the defect at the earliest. Hence, the utmost priority should be given to communication of adverse remarks. All such communications should normally issue before the 31st December immediately following the report period.

Representa-  
tions against  
adverse  
remarks.

(xv) The employees are expected to profit by the communication of adverse remarks and should not regard them as matters of argument. Hence representations against adverse remarks should not ordinarily be entertained. But in cases where the impugned remarks is obviously the result of a mistake on the part of the assessing authority, the representation may be entertained and consolidated. Representations should be factual and courteously worded and should not be argumentative.

Authority  
competent to  
entertain  
representa-  
tions.

(xvi) The representations will be generally disposed of by the appointing authority. Where however, the representation is against the remarks of the appointing authority himself it will be disposed of by the next higher authority. In such cases the representations should be forwarded to the authorities as indicated below:—

#### AUTHOR OF ADVERSE REMARKS

#### AUTHORITY COMPETENT TO DISPOSE OF THE REPRESENTATIONS.

District Office

... Divisional/Range Officer

Divisional/Range Office

... Head of Department

Head of Department

... Secretary of the Department

Secretary of a Department

... Chief Secretary or Additional Chief Secretary  
incharge of the Department.

Consultation  
with the  
author of  
adverse  
remarks.

(xvii) The authority competent to dispose of representations may consult the officer who recorded the adverse comments and ask him to substantiate his remarks, but he is not expected to wait indefinitely for his opinion. Only a month need be allowed. When substantiation reports are called for from an officer, copies of the C. R. in question and the representation will be forwarded to him.

Disposal of  
representa-  
tions.

(xviii) If on examination of the representation, it is found that the remarks should be expunged, modified or toned down, necessary corrections to that effect will be made in the C. R. under proper attestation. If it is found that the representation has no merit, it should be rejected. The decision in either case will be intimated to the representationist.

Time-limits  
for receipt  
and disposal  
of representa-  
tions.

(xix) All representations must be filed within a period of six months from the date of receipt of communication. In exceptional cases, however, where the reasons for delay are explained to his satisfaction, the competent authority may extend this period, which in no case should exceed one year. Representations should ordinarily be disposed of within three months from the date of receipt.

Memorials  
against  
decisions  
on repre-  
sentations.

(xx) Not more than one memorial to Government will lie against any decision on a representation against adverse entries in the C. R. Such memorial must be filed within six months from the date of the decision appealed against.

Cancellation  
of earlier  
orders.

2. The following circulars issued in the past are hereby rescinded:—

(i) Home Department G. O. No. 5103—10-A, dated the 13th July 1937

(ii) Home Department G. O. No. 5353—59-A, dated the 1/13th August 1940

(iii) Home Department Memo. No. 11235(67)-A, dated the 23rd July 1953

(iv) Home (Appointment) Department G. O. No. 3759-C, dated the 18th December 1958

(v) Home Department (Special Section) G. O. No. 672(59)-C, dated the 17th March 1962

(vi) Book Circular No. 37 issued in Home Department (Special Section) Memo. No. 922  
(19) C, dated the 29th April 1962.

- (vii) Home Department (Special Section) Memo. No. 1912(19) C, dated the 19th July 1962  
(viii) Home Department (Special Section) G.O.No.3826(13) C, dated the 14th December 1962  
(ix) Home Department (Special Section) G. O. No. 1733 (21) C, dated the 21st March 1983  
(x) Home Department (Special Section) G. O. No. 3817 (21)/C, dated the 10th June 1983  
3. These instructions may be brought to the notice of all Officers under your control.

C. NARAYANASWAMY

Special Secretary to Government  
General Administration Department

MEMO. No. 742-SE

Dated the 5th February 1982

Copy forwarded to the Principal of all Educational Institutions/ \* \* \* for  
information and necessary action.

Receipt of this Book Circular may kindly be acknowledged.

A. N. DAS

Deputy Secretary to Government



**FORM - I**  
**CHARACTERROLL OF SECRETARIAT ASSISTANTS**

Name .....  
Desntnation .....  
Department .....  
Branch .....  
Section .....  
Date of joining the present grade .....  
Date of joining the section .....  
Year .....

**I. Itemised Report by Section Officer I**

- (a) State of health ..
- (b) Attendance and discipline ..
- (c) Clearance of routine ..
- (d) Noting ..
- (e) Drafting ..
- (f) Disposal ..
- (g) Knowledge of rules and procedures ..
- (h) Ability to deal with cases ..
- (i) Integrity ..

**II. Steps taken to point out, defects if any, with result** ..

**III. General Remarks (Official conduct, fitness for promotion or other assignments, overall rating, etc.).**

Signature .....

Date .....

**IV. Remarks by Assistant Secretary/Under-Secretary or other superior officers.**

Signature .....

Designation .....

Date .....

**V. Remarks by the Secretary**

Signature .....

Date .....

**VI. Date of communication of adverse remarks, if any (with initials of Communicating Officer).**

**FORM II**

**CHARACTER-ROLL OF NON-MINISTERIAL STAFF (OTHER THAN P. As./STENOGRAPHERS)  
OF THE SECRETARIAT**

Name ..

Designation ..

Department      Branch      Section ..

Date of joining the present grade ..

Date of joining the present post ..

**I. Itemised report by Section Officer—**

(a) State of health ..

(b) Attendance and discipline ..

(c) Promptness in carrying out instructions ..

(d) Maintenance of routine (with reference to the work allotted)..

(e) Knowledge of rules (with reference to the work allotted) ..

(f) Outturn and quality of disposal (with reference to the  
work allotted).

(g) Integrity ..

**II. Steps taken to point out defects, if any, with results ..**

**III. General remarks (Official conduct fitness for promotion  
or other assignments, overall rating).**

Signature .....

Date .....

**IV. Remarks by Assistant Secretary/Under-Secretary or other  
superior officer.**

Signature .....

Designation .....

Date .....

**V. Remarks by Secretary**

Signature .....

Date .....

**VI. Date of communication of adverse remarks, if any (with  
initials of Communicating Officer).**