

From

The Commissioner

To

All Deputy Commissioners
All Deputy Commissioners (Intelligence)
All Deputy Commissioners (Appeals)
The Secretary KVAT, AIT & STAT, Ernakulam
The Deputy Commissioner (Law), Ernakulam
The Deputy Commissioner (Internal Audit), Thiruvananthapuram
The Assistant Commissioner (Training), Thiruvananthapuram.

Sir,

Sub: Estt. - Meeting of Departmental Promotion Committee (Higher) for the preparation of Select List of Commercial Tax Officers eligible for promotion to the cadre of Assistant Commissioner for the year 2017- Confidential Report for the year 2016 - Called For - reg:

Ref: 1. Government Circular No. 3900/Adv.C2/2014/P &ARD dated 25/12/2014
2.This Office Circular No.11/2016 dated 30/07/2016.
3.This Office Letter No.35001/15/CT dated 20/12/2016.
4.This Office Letter of even No. Dated 24/01/2017.

Your attention is invited to the reference 4th cited wherein it was requested to forward the Confidential Reports, for the period from 01/01/2013 to 31/12/2015, in respect of Commercial Tax Officers, who were included in the field of choice (list already appended in letter dated 24.01.2017), and now working under your administrative control. As per direction in circular 2nd cited, the Confidential Reports in respect of all officers for the period from 01.01.2016 to 31.12.2016 shall be reviewed by the reviewing authorities concerned before the 15th of February 2017. Since the DPC rules mandate the evaluation of Confidential Reports of officers in the field of choice for at least the previous three years, the DPC(Higher) to be convened shortly is likely to be evaluated the Confidential Reports of officers for the year 2014, 2015 and 2016. So it is requested to obtain the Confidential Reports for the year 2016 from those in the field of choice who were not submitted the same so far and forward to this office so as to reach here on or before **10.03.2017**.

While preparing Confidential Reports in respect of those worked in the assessment as well as intelligence wing, the reporting/reviewing officers should ensure that they have written the same properly and not mechanically with their remarks based on the performances as per monthly action plan and also on the basis of performance indicators as per monthly diary.

Further the reporting Officers should ensure that the reportee officers have furnished the required details such as seniority no, date of birth, date of joining as Commercial Tax Officer/Intelligence Officer,

date and order of declaration of probation, whether belongs to SC/ST etc in their self appraisal in the Confidential Report so as to ensure the accuracy of details and to avoid discrepancy of any sort. Non submission of Confidential Report of officers in the field of choice for the relevant periods for placing the same before Departmental Promotion Committee for evaluation will be viewed seriously and all the Reportee/ Reporting/ Reviewing Officers are once again directed to scrupulously follow the directions in the circular cited 2nd above for preparation, maintenance and timely submission of Confidential Reports.

Yours faithfully,
RAJAN N KHOBRADE
Commissioner

Copy:- To the Officers concerned through Deputy Commissioners: They are directed to file performance appraisal before their reporting officers immediately if not filed so far.

// Approved for issue //

Sd/-

Superintendent