



FBI007

## Ministry of Civil Service Affairs and Administrative Reforms

12 January, 2004

Ministry of Civil Service Affairs and Administrative Reforms

Circular Letter No. 4 of 2004

E/41/4/04/32

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms  
To: Supervising Officers i/c Ministries/Departments

Confidential Reports – General Services

Paragraph 1.3.1(2) of the Personnel Management Manual provides *inter alia* that Confidential Reports, duly completed, should be submitted to the Responsible Officer concerned by the end of January of each year.

2. It would be appreciated if Confidential Reports for the Year 2003 in respect of officers belonging to the grades mentioned hereunder and serving in your Ministry/Department could be filled in and submitted to me, under confidential cover, by Friday 30 January 2004:

- Office Superintendent
- Higher Executive Officer
- Executive Officer
- Office Supervisor
- Clerical Officer/Higher Clerical Officer
- Confidential Secretary
- Senior Word Processing Operator
- Word Processing Operator
- Head Office Attendant
- Office Attendant

3. Your attention is drawn to the fact that:

- (i) Items 7 to 12 of Section 2 (Part A) should be completed for officers of the grade of Executive Officer and above; and
- (ii) Section 3 of the Confidential Report should be completed by you.

4. I enclose, for guidance, copy of Public Service Commission Circular No. 2 of 1979 which highlights the procedure to be followed where specific faults and shortcomings have been reported in the Confidential Reports.

  
(K. Ponnusamy)  
Senior Chief Executive

Copy to:-  
Secretary to Cabinet and Head of the Civil Service

Public Service Commission Circular No. 2 of 1979

Confidential Reports

Specific faults and shortcomings

The aim of Confidential Reports is to promote the efficiency of the public service. In effect they provide an opportunity for the assessment in individual cases of the quality and performance of duties over a calendar year. The assessment must be related to the nature of the office, the age of an officer and the duties he has to perform.

To ensure that the confidential report forms are carefully and objectively filled, three persons are involved, the officer concerned, the Reporting Officer, the Responsible Officer or his Deputy.

The particulars of assessment of an officer are strictly confidential but to ensure that the quality and performance of his duties are not unduly depreciated in any respect, it is provided in G.O.E. 1/III/9 that the substance of a report must be communicated in writing to the officer if it draws attention to specific faults or shortcomings and a note to that effect should be inserted in the confidential report. The officer should be given an opportunity of submitting his observations on any matter brought to his notice. A copy of his observations should be attached to the report.

Confidential Reports and the related procedure do not constitute disciplinary proceedings. Faults and shortcomings should be brought to notice as soon as they become evident to the Reporting Officer.

The Responsible Officer on being informed of a complaint against an officer should communicate to him in the usual way, under confidential cover, the points raised by the Reporting Officer, advising him at the same time that if there is no improvement in the performance of his duties this will be reflected in his Confidential Report. Any representations made should be attached in due course to the Confidential Report.

To avoid any misunderstanding the necessary procedure should, as far as possible, be completed before the end of the year and within a period of time that would provide the Responsible Officer opportunities to check progress at regular intervals.

All markings below cage 5 (except as provided under Note) in parts A and B of section 2 of the form should be regarded as "faults and shortcomings" and should be queried.

Note

- (a) With regard to Relations with people, marking below cage 2 should be queried.
- (b) With regard to Responsibility, marking below cage 2 should be queried.

The assessment of the Responsible Officer in section 3 is strictly confidential and should not be communicated to any unauthorised person.

The provisions of Public Service Commission Circular No. 1 of 1975 is hereby cancelled.

Public Service Commission,  
7, Louis Pasteur Street,  
Forest Side.

14th June, 1979