

No.E1-12255/89.

Directorate of Social Welfare,
Vikas Bhavan,
Thiruvananthapuram,
Dated: 1-3-1994.

C I R C U L A R

Sub:- Social Welfare Department - preparation and custody of Confidential Records - following action - reg.

Ref:- G.O.(Rt) 6/94/SWD, dated: 11-1-1994.

In the G.O. cited Government have constituted the Department Promotion Committees for the Social Welfare Department for consideration of the eligibility of the Employees for State - Services. The eligibility for the posts of D.P.O.Gr-I and above will be determined by the Higher Departmental Promotion Committee and to the Lowest Gazetted Post will be considered by the Lower Departmental Promotion Committee. Proposals have to be placed before the committee as envisaged under rule 28(b) of K.S+S.S.R. The criterion for assessment of merit shall be the confidential reports of the officers. Therefore the confidential reports of the officers for atleast the preceding three years shall be made available to the committee for this purpose.

I therefore direct you to take urgent action to get your Confidential Report prepared for the last three years ie, 1991, 1992, 1993 and furnish the same to this office for safe custody on or before 31-3-1994. If the confidential report is not ready, there is chance to exclude your name from the list. Therefore, this may be treated as extremely urgent and action should be taken as top priority.

The required forms for the purpose should be obtained from the Form stores and the confidential report for the previous years should be obtained from the officers whom under you have worked during the period under report. The modality for preparation of the confidential report are as detailed below.

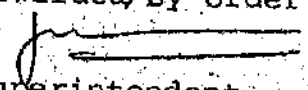
S1. No.	Name of Post	Reporting-Officer.	Reviewing-Officer.	Custodian.
(1)	(2)	(3)	(4)	(5)
1.	Additional Director.	D.S.W.	Commissioner Secretary.	D.S.W.
2.	Joint Director.	D.S.W.	"	D.S.W.
3.	Regional Inspector.	D.S.W.	"	D.S.W.
4.	R.A.D.	Addl. Director.	D.S.W.	D.S.W.
5.	Assistant Director.	Addl. Director.	D.S.W.	D.S.W.
6.	D.S.W.O.	Addl. Director.	D.S.W.	D.S.W.
7.	D.P.O.Gr-I.	R.A.D.	Chief Probation Supdt.	D.S.W.
8.	Programme Officer, ICDS Cell	R.A.D./Ad	DSW.	D.S.W.
9.	Programme Officers in Directorate.	Asst. Director.	DSW.	D.S.W.
10.	Project Officer USNP/CDPO.	DSWO.	Addl. Director.	D.S.W.
11.	A.P.M, Directorate.	P.M., WFP.	DSW.	D.S.W.

(1)	(2)	(3)	(4)	(5)
12.	Institution Supdt. Grade-I.	DSWO.	Adnl. Director.	DSW.
13.	Sr. Supdt., E & B sections.	A.O.	D.S.W.	D.S.W.
14.	Sr. Supdt., ICDS - A Section	JD/AD.	D.S.W.	D.S.W.
15.	Senior Supdt., A section	FO	D.S.W.	D.S.W.
16.	Superintendents, Juvenile Homes.	R.I.	D.S.W.	D.S.W.
17.	Inspector, S.N.P.	A.P.M.	P.M., W.F.P.	D.S.W.
18.	Supdt. Grade-II.	D.S.W.	JD/AD.	D.S.W.
19.	Inspector (W.F.P)	Programmer		
20.	Store Keeper-cum Logistic Officer.	Officer.	D.S.W.O	ADSW/DSW.
21.	ACDPO.	Programme Officer.	D.S.W.O.	DSW.
22.	D.P.O. Grade-II.	Officer.	JD.	D.S.W.
23.	Supervisor, V.T.C.	R.A.D.	C.P.S.	D.S.W.
		D.S.W.O.	J.D.	DSW.
24.	Junior Supdt.	Respective- Controlling Officer.	A.O/ J.D/ ADSW.	D.S.W.
25.	Dy. superintendent-cum-Headmaster Grade-I Juvenile Homes.	Superintendent Juvenile Home.	R.I.	D.S.W.

Sd/-

DIRECTOR OF SOCIAL WELFARE.

To All Officers & Officer.
Copy to all sections.
E1 - to E 6

Forwarded/By Order

Superintendent.