

No.CR 1/2011

Directorate of Agriculture,
Thiruvananthapuram,
Dated: 07.02.2012

From

The Director of Agriculture

To

All Principal Agricultural Officers

Sir,

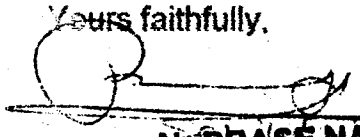
Sub:- Confidential Report-2011- submission- regarding

Ref:- This office circular even No.dated 19.01.2012

I am to inform that the Departmental Promotion Committee (Lower & Higher) for preparing the select list for promotion to higher posts for 2012 is scheduled to be commenced shortly. But it has come to notice of the undersigned that some officers have not submitted the Confidential Report's for the year 2011 yet. As per existing guidelines, officers in the supervisory cadre are expected to submit their CRs for the respective calendar year immediately within 15 days after the ending of the year. So all Gazetted officers and supervisory staff are directed to submit the report within 7 days to this office, without fail.

In case they fail to submit the reports within the stipulated time, their name will not be considered by the Departmental Promotion Committee. It is also brought to notice that no further complaints in this regard will be entertained. Hence all the Principal Agricultural Officers are hereby instructed to bring the above to the attention of all the staff under their control and report compliance.

Yours faithfully,


For Director of Agriculture
N. PRASEENAN
Senior Superintendent
Directorate of Agriculture
Vikas Bhavan
Thiruvananthapuram

Copy to:

The Assistant Executive Engineer(Agri) Alappuzha/ Kozhikkode
The Research Engineer, RBDTC, Vellayani, Thiruvananthapuram
The Chief Soil Chemist,
The Principal Information Officer, Farm Information Bureau, TVM
PA to Director of Agriculture
CA to Senior Administrative Officer
Administrative Assistant / II
IT cell for publishing the same to Website.

All officers to report quarterly