

Government of India
Directorate General of Works
CPWD, Nirman Bhawan
CR Cell

No.17/2/2004/General/CR Cell

New Delhi, dated 20/7/2006

OFFICE MEMORANDUM

Sub :- Writing of Confidential Reports in the prescribed forms.

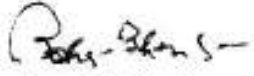
The under signed is directed to refer to this Directorate's O.M. No.17/2/2004/General/CR Cell dated 29.4.2004 (copy enclosed for ready reference) on the above mentioned subject and to request that the instructions of DOPT may again be brought to all the reporting/reviewing officers under each zone to ensure that the Confidential Reports are furnished in the prescribed proforma only irrespective of period whether it is only one report covering the year or two or more independent reports being written for the same year.

फिडरि. डी. डी. युनिट
D W (S & D) Unit
21 जू, 2006
स/से सं. नं. डी. नं. 2104

Enc. as above.

To,

- (i) All ADGs/CEs(Civil/Elect.)/CA/DDG
- (ii) All SEs(Civil/Elect.)/SAs/DWs
- (iii) Director (Horticulture)
- (iv) Director (Admn.)


(Anil Uniyal)
Dy. Director Admn.

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Government of India
Directorate General of Works
C.P.W.D., Nirman Bhawan,
CR Cell

No 17/2/2004/General/CR Cell

dated 29.4.2004

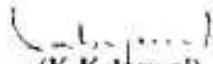
OFFICE MEMORANDUM

Sub :- Writing of Confidential Reports in the prescribed forms.

In a meeting of DPC held in UPSC, recently, it has been pointed out that the Confidential Report form used by the CPWD for the break-up periods where it is necessary to write more than one report in a particular year is not in the prescribed CR format. Instead of that a narrative form is being submitted duly accepted by the Reporting/Reviewing officers which is not proper and against the existing instructions of DOPT which is stressing for the uniformity in the Govt of India in writing of CRs. DOPT instructions on the subject clearly states vide C.S. OM No.51/5/72 Estt.dated 20.5.72 that "while normally there should be one report covering the year of the Report, there can be situation in which it become necessary to write more than one report during a year. There is no objection to two or more independent reports being written in a same year by different reporting officers in the event of change of Reporting officers during the course of the year provided no report should be written unless a reporting officer has at least three months experience on which to base has report. In respect of each of these officers a report should (in the first week of April of each year) be written in the appropriate form."

It is, therefore, requested that the above instructions of DOPT may be brought to all the reporting officers/reviewing officers under your Region/Zone/ Circle/Division to ensure that the confidential reports be furnished in a prescribed proforma irrespective of period whether it is only one report covering the year or two or more independent reports being written for the same year.

This issues with the approval of DG(W).


-(K.K. Jaswal)
Chief Engineer (P&S)

To

- (i) All ADGs/ CEs(Civil/Elect)/CA/DDG
- (ii) All SEs (Civil/Elect.)/SAs/DWs
- (iii) Director (Horticulture)
- (iv) Director (Admn.)