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GOVERNMENT OF KERALA  
DIRECTORATE OF MEDICAL EDUCATION

MEDICAL COLLEGE P.O.  
THIRUVANANTHAPURAM – 695 011

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DPC 1/35043/2013/DME

Dated:12/12/2014

**CIRCULAR**

Sub: Submission of Confidential Reports – Guide lines – issued.  
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The Performance appraisal form (Confidential Report) being used by the faculty in Medical Education service is the same format which is prescribed for other departments. Nature of work of the faculty in MES could not be evaluated in a better way in the form in existence. Hence it has been decided to modify the self appraisal form suitably. As per G.O(Rt). No 3755/2014/H&FWD, dtd; 20/11/2014, Government have approved revised performance appraisal form and ordered to make applicable the same for faculty in MES for the calendar year 2014 onwards. The following guide lines are to be followed for the submission of Confidential Reports in future. Copy of the revised Confidential Report is also enclosed.

1. The period covering the Confidential Reports should be properly mentioned in the space available for the same. The practice of mentioning the year alone should be dispensed with and the period should be mentioned by clearly indicating the date month and year. Confidential Report is to be furnished in Calendar Year
2. In the case of Assistant Professors, the reporting Officer will be the Head of the concerned Department and the reviewing officer will be the Principal.
3. In the case of Associate Professors and Professors, the reporting officer will be the Principal and the reviewing officer will be the Director of Medical Education.
4. In the case of Principals, reporting officer will be the Director of Medical Education and the reviewing officer will be the Secretary to Government, Health & Family Welfare Department.
5. All the columns in the Confidential Report should be filled up. The existing practice of leaving certain columns on the presumption that the same is not applicable to them, should be dispensed with.
6. Date of the reporting and reviewing should be clearly mentioned in the space available in the Confidential Report.
7. The Reviewing Officer should indicate as to whether he/she agrees with the remarks of the Reporting Officer if not agreeing the same should be noted in the Confidential Report.

8. The Reporting Officer and the Reviewing Officer should sign in the Confidential Report. It is noted that some Reviewing Officers had used facsimile for signature and that should be avoided.
9. Confidential Reports for the year 2014 should be submitted in the revised form to reach this office on or before 09/01/2015. The Reporting Officer should ensure that the Confidential Reports of the subordinates for the whole calendar year ( January to December) are forwarded in time.
10. The Reporting officer is responsible for the collection of the Confidential Reports from their subordinates and for submission of the same within the time frame to the Reviewing Officer.
11. The Reporting Officer should ensure that Confidential Reports of their subordinates are forwarded to this office in time. If the same is not received within the time limit the fact should be reported to the Director of Medical Education for taking action.
12. It is noticed that there is a practice of recording the designation assigned by Career Advancement Promotion, in the Confidential Reports. The same should be dispensed with and the cadre post alone should be mentioned in the Confidential Reports.
13. If the Confidential Reports for the year 2012 and 2013 has not been sent so far it should be submitted in old proforma.

The instruction as detailed above should invariably be followed in the submission of Confidential Reports in future.

Sd/-  
Dr. V. Geetha  
Director

To

The Principal, Govt. Medical College/Govt. Dental College/  
Govt.Nursing College, Thiruvananthapuram, Kottayam/Alappuzha/Thrissur/  
Kozhikode/Manjeri/ Idukki.

**( The Principals are requested to communicate the copy of the CR and guidelines to all the HODs under their control for further action)**

Copy to: F and G Sections in the Directorate  
AA,ACO,T.O, P.O,SS & JS of DME Office  
JDME (G), JDME (M), DDNE, CA to DME.

Forwarded /By Order

Accounts Officer.