

**Letter No.71020/2001- 3 dt. 26.6.2002**

From

Thiru. Sukavaneshvar, I.A.S.,  
Chief Secretary to Government.

To

All Secretaries to Government, Chennai-9.  
All Heads of Department, including District Collectors/District Judges/ Magistrates.  
The Secretary, TNPSC, Chennai-2.  
The Registrar, High Court, Chennai.

Sir,

Sub: Public Services - Writing of Confidential Reports on Officers - Formats for writing  
Confidential Reports - Further instructions - Issued.

Ref: G.O.Ms.No.193, P&AR (R) Dept., dt. 18.7.94.

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In the G.O. cited orders were issued prescribing formats for writing Confidential Reports on Government Servants. The Format-IV prescribed in the annexure to the Government Order relates to Generalists and Administrators (Group `A' and `B' Officers) It has been now decided that Column 9 should be more informative about the integrity of the Officers reported upon.

2. Accordingly the following amendment is issued to the format-IV relating to Generalists and Administrators (Group `A' and `B' Officers), prescribed in G.O.Ms.No.193, P&AR (R) Department, dt. 18.7.94.

#### **AMENDMENT**

In column 9, after the existing sub column (d) the following sub-column shall be added:-

(e) His integrity.

3. I am to request you to add the above sub-column while writing Confidential Reports on Generalist and Administrators i.e. Group A and B Officers of this State.

**Yours faithfully,  
for CHIEF SECRETARY TO  
GOVERNMENT**