

Confidential

No. 51/2/64-Ests(A)
Government of India,
Ministry of Home Affairs.

New Delhi-11, the 30th March, 1964.
10 Chaitra, 1886.

OFFICE MEMORANDUM

Subject:- Confidential reports - Disclosure of
identity of superior officer while
communicating the adverse remarks.

This Ministry have had under consideration the question whether the identity of the officer who recorded adverse remarks in the annual confidential report of a Government Servant should be disclosed while communicating the adverse remarks to him. Cases have come to the notice of this Ministry where certain offices are/have disclosed the identity of the superior officer who made the adverse remarks while communicating them to the Government servant concerned. It is not necessary to disclose the identity of the officer concerned since, what the Government servant should be interested in, are the defects/shortcomings which his superior officers have found in his work and conduct and not the particulars superior officer who recorded them in the confidential report and the representations on the remarks, if any, should be objective pertaining to the shortcomings noticed. Apart from this, disclosure of the identity of the superior officer is also likely to lead to unpleasantness and personal animosity. It is, therefore, desirable that while communicating the adverse remarks to the Government servant concerned, the identity of the superior officer making such remarks should not normally be disclosed.

Reported
to

2. If, however, in a particular case, it is considered necessary to disclose the identity of the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated.

3. The Ministry of Finance etc. may bring the above to the notice of all concerned.

4. In so far as persons serving in the Indian Audit and Accounts Departments are concerned, these orders are issued after consultation with the Comptroller and Auditor General of India.

(E.D. Jayal)

Deputy Secretary to the Government of India.

To

*with 10
spare
copies.

1. *All Ministries etc. (including attached and Subordinate office of Ministry of Home Affairs.
2. All Union Territories.
3. All Zonal Councils.

Copy to all officers (including Section Officers) in the Ministry of Home Affairs.

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30.3.64