

ഇ.എ.(8) 37873/2017.

സഹകരണസംഘം രജിസ്ട്രാർ ആഫീസ്,
തിരുവനന്തപുരം, തീയതി : 26-08-2017.

സഹകരണ സംഘം രജിസ്ട്രാർ,
തിരുവനന്തപുരം.

1. എല്ലാ ജോയിന്റ് രജിസ്ട്രാർ (ജനറൽ/ആഡിറ്റ്) മാർക്കും
2. സഹകരണ ആഡിറ്റ് ഡയറക്ടർ
3. ഡെപ്യൂട്ടി രജിസ്ട്രാർ/പ്രിൻസിപ്പൽ, സഹകരണ പരിശീലന കേന്ദ്രം.

സർ,

വിഷയം : സഹകരണ വകുപ്പ് - സീനിയർ ഇൻസ്പെക്ടർമാരുടെ
രഹസ്യ ഫയൽ സമർപ്പിക്കുന്നത് - സംബന്ധിച്ച്.

സൂചന : സഹകരണ സംഘം രജിസ്ട്രാർ ആഫീസിലെ അഡീഷണൽ
രജിസ്ട്രാർ (ജനറൽ) ന്റെ 31-03-2016 ലെ ഇ.ബി.(5)
5008/2016 നമ്പർ ഉത്തരവ്.

സൂചനയിലേക്ക് താങ്കളുടെ ശ്രദ്ധ ക്ഷണിക്കുന്നു. 01-01-2016 ലെ
സീനിയർ ഇൻസ്പെക്ടർമാരുടെ ഏകീകൃത സീനിയോറിറ്റി ലിസ്റ്റിൽ ഉൾപ്പെ
ട്ടിട്ടുള്ള സീനിയർ ഇൻസ്പെക്ടർമാരുടെ 2014, 2015, 2016 വർഷത്തെ രഹസ്യ
ഫയലുകൾ (Proforma II-A) യിൽ 15-10-2017 ന് മുമ്പായി സമർപ്പിക്കുവാൻ
താൽപര്യപ്പെടുന്നു. 2017 വർഷത്തെ രഹസ്യ ഫയൽ (01-01-2017 മുതൽ
31-12-2017 വരെയുള്ളത്) 2017 വർഷം പൂർത്തിയാകുന്ന മുറയ്ക്ക് സമർപ്പിക്കേ
ണ്ടതുമാണ്.

1. അനുബന്ധത്തിലെ ക്രമ നം. 1 മുതൽ 26 വരെയുള്ള ഉദ്യോഗസ്ഥർ
പ്രൊഫോർമ II-B യിൽ സമർപ്പിച്ചിട്ടുള്ള രഹസ്യ ഫയലുകൾ
(Proforma II-A) യിൽ മാറ്റി പുന:സമർപ്പിക്കേണ്ടതാണ്.
2. രഹസ്യ ഫയലുകൾ പൂർണ്ണമായി രേഖപ്പെടുത്തി സമർപ്പിക്കുന്നതിന്
റിപ്പോർട്ടിംഗ്/റിവ്യൂവിംഗ് ആഫീസർമാർ ശ്രദ്ധിക്കേണ്ടതാണ്.
3. ശിക്ഷാ നടപടികളെ സംബന്ധിച്ചുള്ള വിവരം രഹസ്യഫയലിൽ വ്യക്ത
മായി രേഖപ്പെടുത്തേണ്ടതാണ്.

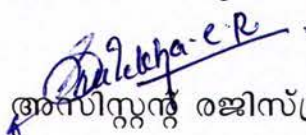
വിശ്വസ്തതയോടെ

ഒപ്പ്

ഡെപ്യൂട്ടി രജിസ്ട്രാർ (ഭരണം)

സഹകരണ സംഘം രജിസ്ട്രാർക്ക് വേണ്ടി.

//ആജ്ഞാനുസരണം//


അസിസ്റ്റന്റ് രജിസ്ട്രാർ (ഇ.എ).

അനുബന്ധം

<u>Sl.No.</u>	<u>Rank No.</u>	<u>Name</u>
1.	2317	Shibu .M.John
2.	2318	K.Sreelekha
3.	2319	K.R.Jalajamany
4.	2320	Anitha Joseph
5.	2321	V.A.Somasundaran
6.	2323	P.Pavithran
7.	2327	K.C.Nayana
8.	2328	K.M.Jose
9.	2329	R.Jayaprabha
10.	2330	R.Rameshan Nair
11.	2331	Ajith.K.Sreedhar
12.	2333	V.Jalandhar
13.	2334	A.Fathisha
14.	2336	R.Prameela
15.	2337	S.K.Mohandas
16.	2338	M.P.Anil Kumar
17.	2339	Babu Varghese
18.	2340	S.Nirmala Devi
19.	2341	V.Balakrishnan
20.	2343	T.Anitha
21.	2344	Chandran Kelothe Meethal
22.	2345	K.M.Sainudeen
23.	2346	R.Renju
24.	2347	D.Sujatha
25.	2350	Suneeth Chandran
26.	2351	K.C.Joseph
27.	2354	Mary Daisy
28.	2355	T.S.Sudharma
29.	2356	P.S.Sreedevi
30.	2357	K.Sheela
31.	2358	K.Deepu
32.	2359	A.Aji
33.	2360	A.Salim Sait
34.	2361	K.Saleena
35.	2364	V.T.Thomas
36.	2366	P.K.Balakrishnan
37.	2367	P.V.Bindhumol
38.	2370	T.K.Mohanakumar

39.	2371	Subramania Sharma
40.	2372	Shali.T.Narayanan
41.	2373	P.V.Manuel
42.	2374	Rajan Vattakkandathil
43.	2375	K.Unnikrishna Pillai
44.	2376	C.Vimala
45.	2377	A.G.Ratnam
46.	2378	S.P.Krishnaraj
47.	2379	T.C.Suma
48.	2380	S.Madhusoodanan
49.	2381	K.O.Pius
50.	2382	Rajasekhara Panicker
51.	2384	Baby.K.Kuriakose
52.	2385	Baby Thomas Yeldo
53.	2386	K.Jayakumar
54.	2387	R.Vijayalekshmi Amma
55.	2390	A.Velayudhan
56.	2391	Raveendran Olayimmal
57.	2392	R.Jyothish Kumar
58.	2393	N.Manju
59.	2394	K.Haridas
60.	2395	K.Radha
61.	2396	Mohamad Kutty Thirunilathu
62.	2397	E.Sreelathamony
63.	2398	V.B.Devaraj
64.	2400	B.Sreekumaran Nair
65.	2401	P.K.Ajitha Kumari
66.	2402	P.Jayarajan
67.	2403	Vinod Kumar
68.	2404	Sajimon Andrews Kottiri
69.	2405	S.Honey
70.	2406	T.K.Bindu
71.	2408	C.K.Bindu
72.	2410	B.Visalakshi
73.	2411	K.Viji
74.	2412	A.Christudas
75.	2413	K.R.Jaya
76.	2414	P.Pushpa
77.	2416	P.Sreedharan
78.	2418	K.V.Satheeshchandran
79.	2419	K.Yusif

80.	2423	K.K.Girija
81.	2424	M.M.Tessy
82.	2425	V.Krishnaveni
83.	2426	Janaki Akkaraparambil
84.	2428	A.P.Noushad
85.	2429	S.Valsa Rani
86.	2430	Jose George
87.	2431	D.S.Shiju
88.	2432	R.Mohanan
89.	2433	T.Jayakumar
90.	2434	S.Nazeer
91.	2435	C.P.Ashraf
92.	2436	H.Sanil Kumar
93.	2437	M.Rejitha
94.	2438	Manojkumar Peruvaka Vadakkeveetil
95.	2439	M.R.Pratheesh Kumar
96.	2440	K.Prasad
97.	2441	S.Bijuprasad
98.	1925	V.P.Preetha
99.	2363	P.Sreedevi
100.	2442	E.K.Premjith
101.	2443	A.V.Babu
102.	2445	R.Jayadev
103.	2446	P.Vishnuradhan
104.	2447	G.S,Mini
105.	2448	K.K.Jamal
106.	2449	Mary Pappachan
107.	2450	J.P.Reena
108.	2451	S.Seenath
109.	2453	P.Baburajan
110.	2454	K.C.Vijayakumar
111.	2455	K.Ratheeshkumar
112.	2456	P.B,Suresh
113.	2457	A.P.Sumesh
114.	2458	Anil.V.Chacko
115.	2460	K.M.Chandrika
116.	2461	V.Shyla
117.	2462	K.Rajagopalan
118.	2463	V.Bindhu
119.	2464	Sheebamol Joseph
120.	2465	Rosamma Jacob

121.	2466	Sajini Mathew
122.	2467	K.A.Lissy
123.	2468	S.Usha Devi
124.	2469	T.P.Anil Kumar
125.	2470	P.Mercy
126.	2471	Sulaiman Ismali
127.	2472	A.P.Moideen Kutty
128.	2473	K.Anil Kumar
129.	2474	G.Bigu
130.	2477	V.Pushpalatha
131.	2478	K.Latheesh
132.	2479	Sumayya Yoosuff
133.	2483	Y.Salim
134.	2484	C.Jayan
135.	2485	C.B.Prasad
136.	2486	A.Chandramathi
137.	2488	N.R.Hemalatha
138.	2490	K.R.Prameela
139.	2493	P.K.Babu Raj
140.	2496	K.Shivaprasad
141.	2497	K.Mohanan
142.	2498	L.Usha
143.	2499	B.Raji
144.	2500	A.Balakrishnan
145.	2501	A.Saleem
146.	2502	C.K.Dinesh Kumar
147.	2503	P.A.Anil
148.	2504	K.B.Venugopalan Achari
149.	2505	K.Nandakumar
150.	2506	E.M.Suresh Kumar
151.	2507	M.K.Sreekumar
152.	2508	I.Rasool Khan
153.	2509	K.Thulaseedharan Nair
154.	2510	R.Sreeleja
155.	2511	P.C.Stephen
156.	2512	M.K.Saibuneesa
157.	2513	K.Ramesh Kumar
158.	2514	G.Somasekharan Pillai
159.	2515	X.Castro
160.	2516	T.F.Clement
161.	2517	Jyothi.S.Nath

162.	2518	S.Shaiju
163.	2519	P.Shyamala
164.	2520	Abdul Majeed Karuvattil
165.	2521	P.C.Mariamamma
166.	2522	N.Sheela
167.	2526	M.P.Sivarajan
168.	2527	S.Rajasree
169.	2528	M.K.Sheeja
170.	2529	K.O.Davis
171.	2530	P.R.Silsamma
172.	2531	K.Jaya
173.	2532	Lovely Mathew
174.	2533	Abdulla Vattathil Kunnumpurath
175.	2536	C.J.Johnson
176.	2537	M.C.Rajesh
177.	2538	J.Subramaniam
178.	2539	L.Jayasree
179.	2540	V.K.Ashok Kumar
180.	2541	Lalamma George
181.	2542	G.Geethanandan
182.	2543	P.Sibymon
183.	2544	K.P.Unnikrishnan Nair
184.	2545	T.Suresh Kumar
185.	2546	E.C.Saraswathi
186.	2547	K.K.Prakasan
187.	2553	E.R.Sulochana
188.	2554	B.Kunjumol
189.	2555	P.P.Rasiya
190.	2557	B.Satheesh Chandran
191.	2559	S.Sindhu
192.	2560	K.V.Soman
193.	2561	M.P.Amarnath
194.	2562	S.Kannan
195.	2563	N.M.Antony
196.	2564	V.Geetha
197.	2565	M.I.Geetha
198.	2566	Joseph Thomas
199.	2568	V.K.Vijayan
200.	2569	A.Sreeja

PERFORMANCE APPRAISAL FORM II (A)

**For Head Clerks/Junior Superintendents and other Non-Gazetted Ministerial Staff
(Non-Secretariat Service)**

APPRAISAL OF

Department : Shri/Smt.....(in block letters)
for the period.....

Name :
Date of birth :
Date of appointment in Government Service :
Date of appointment to the present post :
Date of entry in the present office/department :
Pay and Scale of pay :
Date from which functioning in the present grade continuously :
List of subjects dealt with according to the office order distributing work :

EDUCATIONAL AND OTHER QUALIFICATIONS

General	Departmental	Special	Other skills if any
1.			
2.			
3.			

EXPERIENCE

Department	*Category of work	Period	
		From	To

* Category of work may be any of the following items: Establishment, Accounts, Cash, Stores, Records, Planning, Office Section and Miscellaneous.

SELF ASSESSMENT

(To be obtained from the reportee in a separate sheet and filed as part of the facing sheet of the form)

Instructions to Reporting Officers

1. Consider only one factor at a time.
2. Study each factor and the specifications for each grade.
3. Review upon completion to see that the rating of each factor applied exclusively to the individual's actual performance on his present job.
4. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanation.
5. Put a tick (✓) mark in the appropriate boxes provided hereunder.

Section A

ASSESSMENT BY THE REPORTING OFFICER

Sl. No.	Factors	A	B	C	D
1	Intelligence	Extraordinarily Proficient and resourceful and understands new and difficult matters <input type="checkbox"/>	Quite able to handle new and difficult matters <input type="checkbox"/>	Normally understands new situation after proper explanations and handles it if given all directions <input type="checkbox"/>	Poor comprehension, fails to perform a function despite prior instructions <input type="checkbox"/>
2	Discipline	Exemplary conduct <input type="checkbox"/>	Observes the code of conduct <input type="checkbox"/>	Tries to follow the general code of conduct <input type="checkbox"/>	Indifferent to the general code of conduct <input type="checkbox"/>
3	Punctuality and promptness Exactness in keeping time in attending office, keeping appointment, discharge of Official duties and observance of time limits as per manuals standing orders	Exceptionally Punctual and prompt <input type="checkbox"/>	Always punctual and prompt <input type="checkbox"/>	Usually punctual and prompt <input type="checkbox"/>	Not punctual and prompt <input type="checkbox"/>
4	Responsibility and Dependability Conscientiousness towards duty	Very conscientious and dependable in the performance of his/her job. Always ready to take responsibility <input type="checkbox"/>	Conscientious and steady worker; has a good record of dependability <input type="checkbox"/>	Carries out his responsibility in a routine manner <input type="checkbox"/>	Often fails to perform his/her duty shirks responsibility <input type="checkbox"/>
5	Interest in the Assignment Interest and the capacity to see that the work is done	Has initiative and takes keen interest <input type="checkbox"/>	Takes adequate interest <input type="checkbox"/>	Does his/her work in a routine way <input type="checkbox"/>	Indifferent in the discharge of his/her duties <input type="checkbox"/>

Sl. No.	Factors	A	B	C	D
6	Job knowledge Technical and general knowledge about the job he/she is doing (a) General (of this and related subject or versatality) (b) of work (c) up-to-dateness	Has an unusually thorough and comprehensive mastery of his/her field of work. Strives to expand his/her frontier of knowledge <input type="checkbox"/>	Knows his/her job thoroughly <input type="checkbox"/>	Possesses just adequate knowledge required for the job <input type="checkbox"/>	Knowledge inadequate. Has not yet gained competence <input type="checkbox"/>
7	Noting, Drafting and Correspondence Ability to prepare notes, drafts and handle Correspondence with special reference to— (1) Accuracy (2) Thoroughness (3) Power of analysis (4) Power of expression	Very precise in noting and drafting. Very prompt and accurate at correspondence. His/her drafts need no editing <input type="checkbox"/>	Precise in noting and drafting. Good at correspondence. His/her drafts seldom require editing <input type="checkbox"/>	Ordinary at noting and drafting. His/her drafts need editing. Tries to handle Correspondence in time if properly supervised <input type="checkbox"/>	Poor in noting and drafting. Careless in handling Correspondence <input type="checkbox"/>
8	Maintenance of Registers and Records Ability in maintaining register and records keeping	Very neat and meticulous in the maintenance of registers and records <input type="checkbox"/>	Keeps registers and records clean and up-to-date <input type="checkbox"/>	Tries to maintain registers and records in a routine manner <input type="checkbox"/>	Does not maintain registers and records properly <input type="checkbox"/>
9	Work turnover	Consistently exceeds requirements <input type="checkbox"/>	Frequently exceeds requirements <input type="checkbox"/>	Meets requirements <input type="checkbox"/>	Consistently below requirements <input type="checkbox"/>
10	Supervision and control (Ability to supervision and control)	Extremely proficient in supervision and control <input type="checkbox"/>	Possesses very high ability in supervision <input type="checkbox"/>	Always possesses the ability to supervise <input type="checkbox"/>	Very poor in supervisory control <input type="checkbox"/>

11 **Punishments awarded to the Officer if any**
(Attach copies of the orders of punishment also)

GENERAL

1. Do you know of any physical disability of health problem which prevents this Officer from working to full capacity?

Yes ()

No ()

If Yes, please explain the nature of this problem

2. General Grading :

- (1) No. of items in Grade A
- (2) No. of items in Grade B
- (3) No. of items in Grade C
- (4) No. of items in Grade D

Comment with special reference to :

1. The adverse remarks passed against the employee within the course of his performance or the disciplinary action taken against him during the period under report.
2. The efforts made to improve the functioning of the employee where his performance with reference to the factors enumerated in this report is considered not up to the mark or poor.
3. The important requirements or factors which affect the effectiveness of the work of the officer such as special difficulties or handicaps, amount of direct or indirect supervision, the emergency demands, if any, etc., and
4. Specific instances of any work worthy of being mentioned in support of the assessment in the graphic section.
(Add separate sheets if necessary)

Signature of Reporting Officer

Name:

Designation:

Date of submission to Reviewing Officer

REMARKS OF THE REVIEWING OFFICER/AUTHORITY

Signature of Reviewing Officer/Authority :

Name:

Designation :

I have read this report

Date:

Signature of Officer reported upon

PART II

SECRET

(Not to be shown to the Officer reported upon)

(This part will not be the basis for promotion in the normal course)

1. Loyalty: (So as to judge his suitability for assignment to sensitive posts)

Has anything come to your knowledge which reflects adversely on the Officer's loyalty

Yes () No ()

If 'Yes' please give details
(Add separate sheets if necessary)

2. Integrity and General Reputation:

- (a) Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely:

(i) On the Officers ability to honestly execute his duties

Yes () No ()

(ii) Showing favouritism in discharging his duties

Yes () No ()

(iii) If 'Yes' please give details of particulars

- (b) (i) Has there been any preliminary finding regarding the corrupt practices of the Officer

Yes () No ()

(ii) Has any case of corruption on the Officer been referred to Vigilance Department after preliminary enquiries

Yes () No ()

If 'Yes' give details

3. Whether the Officer requires any training for the purposes of his present job or for any higher responsibilities

Yes () No ()

4. Whether the Officer should be posted to some other section/ office for better work or for other reasons (to be specified)

Yes () No ()

Signature of the Reporting Officer :

Name :

Designation :

Date:

Date of submission to the Reviewing Officer:

REMARKS OF THE REVIEWING OFFICER/AUTHORITY

Do you agree with the assessment made by the Reporting Officer
If you wish to modify anything or add, please elaborate

Yes () No ()

Signature of the Reviewing

Officer/Authority :

Name:

Designation :

Date:

INSTRUCTIONS

1. Performance Appraisal Form II (A) is meant for the category of Head Clerks, Junior Superintendents etc., of Non-Secretariat Service.
 2. The form will also be used for the personnel belonging to the above said categories working in other Departments/Institutions on deputation/foreign service conditions etc., and for 'Non-gazetted' Technical Officers. When this is used for Non-gazetted Technical Officers, the designations of the officers will be type written at the top of the forms and against relevant columns, the words 'not applicable' will be entered.
 3. The form consists of two parts viz., Part I and Part II. The facing sheet of Part I will be got filled up by the reportee. A note on "self assessment" should be obtained from the reportee and filed as part of the facing sheet. "Self Assessment" in this context means a brief resume of work done by the officer reported upon during the period under report bringing out any special achievement of his/her during the period, to be filed by the officer reported upon. The resume should not exceed three hundred words. The 'self assessment' given by the reportee will help the Reporting Officer to make the ratings. The graphic portion of Section A of Part I will be prepared by marking the appropriate grading items against the factors given. Part I will be shown to the reportee and his signature obtained. Part II is meant for recording the assessment of the Reporting/Reviewing Officer on the loyalty and integrity of the reportee. This part will be considered as 'secret' and should not be shown to the reportee. This will not be a basis for determining the Officer's suitability for promotion/ appointment to higher posts.
 4. Special care should be taken in filling up the performance appraisal forms by the Reporting and Reviewing Officer.
 5. The ratings should be done taking into account the individual's actual performance on the job during the period under report.
 6. The Reporting Officer should take special care to study the factors for appraisal and apply them judiciously on the reportee's performance. Normally, an impartial Officer can give only a few number of 'A' Grades to an Officer reported upon. Award of 'A' Grades should be substantiated.
 7. The Reviewing Officer will record his remarks in a narrative form in the column provided in the form. If he finds it necessary to revise the gradings given by the Reporting Officer he will do so, in which case the gradings given by the Reviewing Authority will prevail.
 8. It is the duty of the Reporting Officers/Reviewing Officers to see that no item in the form is left unfilled.
 9. In all other matters viz., disposal of representations received from the reportees, period of writing the report etc., and on matters not covered by these instructions, the procedure laid down in G. O. (P) No. 344/PD. dated 28-8-1966 as amended from time to time will apply.
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