



No.TRY/3771/2020-B3

Directorate of Treasuries
Thiruvananthapuram
Date: 30/12/2020

From

The Director of Treasuries

To

All Treasury Officers

Sir,

Sub:- Convening of DPC(L) and (H) - Submitting of Confidential Reports –
Regarding.

Ref:- Government circular No.74417/GA(R-Cell)2008/GAD dated 29-03-2010.

Please see the reference cited. In order to convene the DPC(L) & (H) for preparing Select List in the various cadres, all Deputy Directors and District Treasury Officers are requested to get and submit Confidential Reports including their own for the year 2020 with self appraisals of the officers concerned with your grading/ remarks before 20/01/2021. The Sub Treasury Officers are directed to furnish the confidential reports of the concerned junior officers to the District Treasury Officers for onward transmission to the Directorate.

The revised hierarchy for the reporting and reviewing of Annual Confidential Report for the Department of Treasury is given below in the table below. The Annual Confidential Reports should strictly be reported and reviewed in the prescribed hierarchy.

Designation	Reporting officer	Reviewing officer
Junior Superintendent	Sub Treasury Officer	District Treasury Officer
Junior Superintendent (Directorate)	Senior Superintendent	Assistant Director
Junior Superintendent (District Treasury)	Assistant Treasury officer	District Treasury Officer
Sub Treasury Officer/Assistant Treasury Officer/Stamp Depot Officer	District Treasury Officer	Deputy Director
Senior Superintendent (Directorate / Deputy Directorate)	Deputy Director	Joint Director
Assistant District Treasury Officer	District Treasury Officer	Deputy Director
District Treasury Officer/ Assistant Director	Deputy Director	Director

Deputy Director	Joint Director	Director
Joint Director	Director	Director

The Controlling Officers (Reporting Officers) shall be personally responsible for obtaining and forwarding the confidential reports to the Director.

It is also directed that Confidential Reports shall be submitted in sealed envelope addressed to the Director of Treasuries (in name cover) with proper acknowledgement.

This shall be treated as most urgent.

Yours faithfully



V.SAJAN
JOINT DIRECTOR