



**GOVERNMENT OF KERALA**

**Personnel & Administrative Reforms (Advice-C) Department**

**CIRCULAR**

No. Adv.C2/118/2021-P&ARD

Thiruvananthapuram, Dated : 18-04-2022

**Subject:-** P&ARD - Performance Appraisal of Government Servants -  
Implementation of ARC recommendations - Constitution of Referral Board  
-Reg

**Reference:-** (1) G.O.(P) 344/66/PD dt. 22.08.1966  
(2) Second Report of the 4th Administrative Reforms Commission  
(3) Circular No. Adv.C2/118/2021-P&ARD dated 14.03.2022

Government as per Circular read as third paper above has approved the new Performance Appraisal Form for all Gazetted Officers in the State (except specialized categories). It was specified in the Circular that the structure and responsibilities of the Referral Board vide clause 8 of general guidelines will be issued separately.

2. Government have examined the matter in detail and the following guidelines are issued as regards the structure and responsibilities of the Referral Board for considering and disposing of the appeal petitions received from the officers, pertaining to Performance Appraisal Reports.

**3. Structure of the Referral Board :**

**(a) For Gazetted officers whose Accepting Authority is HoD**

Secretary of the Administrative Department concerned	:-	Chairperson
Secretary, General Administration Department	:-	Member
Officer of and above the rank of Deputy Secretary of the Administrative Department	:-	Member-Convenor

**(b) For Gazetted officers whose Accepting Authority is Government**

Chief Secretary or an Additional Chief Secretary nominated by the Chief Secretary	:-	Chairperson
Secretary, General Administration Department	:-	Member
Secretary, Personnel & Administrative Reforms Department	:-	Member-Convenor

**Note :** In the Referral Boards (a&b), the officers who recorded remarks as Reporting, Reviewing or Accepting Authorities shall not be included as Chairman, Member or Member-Convenor. In such cases, another Secretary /Principal Secretary/ Additional Chief Secretary shall be nominated as Chairman, Member or Member-Convenor as the case may be, by the Chief Secretary.

#### **4. Responsibilities of the Referral Board**

(i) The Referral Board shall consider the representation of the officer reported upon in the light of the comments of the Reporting Authority, the Reviewing Authority and the Accepting Authority and confirm or modify the Performance Appraisal Report, including the overall grade.

(ii) The decision of the Referral Board shall be confined only to errors of facts and the decision shall be final, provided that the same shall be submitted for the consideration of Chief Minister/Ministers before finalization, in cases where the Chief Minister/ Ministers are the Reviewing/Accepting authorities.

(iii) In case an entry or assessment is upgraded or downgraded, reasons for the same shall be recorded in the Performance Appraisal Report.

(iv) Referral Board shall take a final decision on the representation within a period of one month of receipt of representation.

(v) Referral Board shall meet as and when required, but atleast once every three months.

#### **5. General Guidelines :**

(i) In case the officer reported upon chooses to represent against the final assessment conveyed to him, she/he may represent her/his case for a decision by the Referral Board, within one month, provided that such representation shall be confined to errors of facts.

(ii) The representation received in line departments should be submitted by the Head of the Department with views of the Reporting Authority/Reviewing Authority/Accepting Authority, as the case may be, to the Secretary of the Administrative Department concerned in Secretariat within 10 days of receipt of the representation.

(iii) The Secretary of the Administrative Department concerned should send the proposal received from the Head of the Department to the Convenor of the Referral Board after obtaining the views of the Reporting Authority/Reviewing Authority/Accepting Authority, as the case may be, in such cases as required, within 10 days of receipt of the same.

(iv) In the case of General Administration Department, Finance Department and Law Department, officers should submit the representation in the concerned Establishment Section and the Establishment Section, in turn, will obtain the views of the Reporting Authority/Reviewing Authority/Accepting Authority and submit the same to the Referral Board through General Administration (CR CELL) Department, within 10 days. The General Administration (CR CELL) Department will act as Nodal Office for this purpose. The CR Cell will consolidate the proposals, submit the same before the Board and communicate decisions to the Administrative Department concerned.

(v) The entire Performance Appraisal Report, including the overall grade, shall thereafter be communicated to the officer reported upon which shall conclude the process of assessment and no further representation of any kind shall be entertained thereafter.

**Dr. V. P. JOY**  
**Chief Secretary**

All Additional Chief Secretaries/Principal Secretaries/Secretaries/ Special Secretaries.  
All Heads of Departments.

All District Collectors.

All Departments (all sections) of the Secretariat including Law and Finance.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram (with C.L.)

The Accountant General (A&E), Kerala, Thiruvananthapuram (with C.L.)

The State Election Commission Kerala, Janahitham, Vikas Bhavan, Tvpm. (with C.L.)

The Secretary, Kerala Public Service Commission (with C.L.)

The Secretary to the Governor, Raj Bhavan, Thiruvananthapuram (with C.L.)

The Secretary, Legislature Secretariat (with C.L.)

The Registrar, High Court of Kerala, Ernakulam (with C.L.)

The Advocate General, Ernakulam (with C.L.)

The Director, Information and Public Relations Department (for wide publicity)

Information and Public Relations (Web & New media) Department. (for uploading in Government Website).

Nodal Officer, P&ARD (for uploading in the P&ARD website)

Stock File/Office Copy.

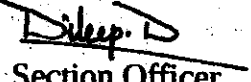
Copy to :

The Private Secretary to Chief Minister.

Special Secretary to Chief Secretary

CA to Additional Chief Secretary, P&ARD

Forwarded/By order,

  
Section Officer

Endt. NO. DFTVM/2411/2021-A2 Dated 13.06.2022

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Copy endorsed to all Joint Director of Fisheries,  
Deputy Director of Fisheries and Assistant  
Director of Fisheries offices for information.

<sup>myson</sup>  
Administrative Assistant  
For Director of Fisheries.