

No. 61/1/2013-2GS-III

From

The Chief Secretary to Government, Haryana.

To

1. All Administrative Secretaries to Government, Haryana.
2. All Heads of the Departments in Haryana.
3. All the Divisional Commissioners/ Deputy Commissioners in the Haryana.
4. All the Chairman/ Managing Directors/ Chief Administrators of Boards and Corporations in Haryana.
5. All the IAS officers in Haryana.
6. All the HCS officers in Haryana.

Dated, Chandigarh the 9th April, 2014.

Subject:

Writing of Annual Confidential Reports of HCS Officers –regarding reporting, reviewing and accepting authorities.

Sir/ Madam,

1 am directed to invite a reference to the subject mentioned above and desired to say that the matter regarding writing of ACRs of HCS (EB) officers has been engaging the attention of the Government. The Government after careful consideration of the matter has decided to issue consolidated instructions in supersession of letter No. 31/1/86-S(I), dated 30.4.1986, No. 60/2/98-S(1), dated 26.11.1998 and No. 61/1/2013-2GS-III, dated 17.12.2013. It has now been decided by the Government that there shall be only one reporting, reviewing and accepting authority for writing Annual Confidential Reports of HCS officers for a given period of time as per annexure 'A'. If more than one person supervises the performance of the member of the Service, the Personnel Department has to identify the person to report or review well in advance of the relevant assessment year.

- (i) Where more than one person supervises the performance of a member of the HCS during the relevant assessment year as reporting or reviewing authority, the person who supervises the performance of the member of the service for the maximum period (minimum of 3 months) during the relevant assessment year, shall report or review the performance of the officers reported upon, during the relevant assessment year, as the case may be.

In case the periods of the officers who supervise the performance of the member of the service during the relevant assessment year are the same, then the later person shall report or review the performance of the officer reported upon during the relevant assessment year, as the case may be.

- (ii) Quite often an officer reported upon holds more than one post simultaneously, in such cases, the authorities prescribed for writing ACRs of the substantive (main) post shall report or review the performance of the officer reported upon during the relevant assessment year.

In case of officers holding the charge of the posts of Additional Deputy Commissioner/Sub Divisional Officer (Civil)/City Magistrate/ General Manager, Haryana Roadways, either main or additional charge, their ACRs will be got recorded of the post of Additional Deputy Commissioner/ Sub Divisional Officer (Civil)/ City Magistrate/ General Manager, Haryana Roadways held by them.

2. The schedule for writing ACRs of HCS officers shall be as under:-

Activity	Cut off dates
Blank ACR form to be given to the officer reported upon by the Personnel Department specifying the reporting officer and reviewing authority	30th April
Self appraisal for current year	31st May
Appraisal by reporting authority	30th June
Appraisal by reviewing authority	31st July
Appraisal by accepting authority	31st August

3. If ACR for a financial year is not recorded by 31st December of the year in which the financial year ended, no remarks shall be recorded thereafter and the officer shall be assessed on the basis of the overall record and self assessment for the year at the time of his promotion to the higher grade/posts by the competent authority, if he has submitted his self assessment in time.
4. If the officer reported upon fails to submit the self appraisal in time, an entry to this effect shall be made in the ACR performa and shall be sent to the reporting authority(s) for recording remarks therein.
5. These instructions will be applicable for ACRs of HCS officers with effect from the assessment year 2013-2014 and onwards. This may please be brought to the notice of all concerned for strict compliance.

Nareesh Kumar
Superintendent General Services-III,
for Chief Secretary to Government, Haryana.

No.61/1/20 13-2GS- III

Dated, Chandigarh the 9/11 April, 2014.

A copy, each, is forwarded to the Principal Secretary/Principal Secretary(KKK)/Additional Principal Secretary/ Deputy Principal Secretary/OSD/ Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/ Ministers/ Speaker for the information of Chief Minister/ Ministers/ Speaker.

Nareesh Kumar
Superintendent General Services-III,
for Chief Secretary to Government, Haryana.

Sr. No.	Description of the post	Reporting	Reviewing	Accepting
1	Additional Deputy Commissioner-cum-CEO, DRDA	Deputy commissioner	Committee comprising Chief Secretary, Administrative Secretary of Development & Panchayat and Divisional Commissioner concerned	Chief Minister
2	Sub Divisional Officers (Civil)	Deputy Commissioner	Financial Commissioner, Revenue	Chief Minister
3	City Magistrate	Deputy Commissioner	Financial Commissioner, Revenue	Chief Minister
4	Deputy/Joint/Additional/Special Secretary	Administrative Secretary	Minister-in-Charge	Chief Minister
5	Officer on special Duty to Chief Minister	Principal Secretary to Chief Minister	Chief Minister	Chief Minister
6.	Officer on Special Duty O/O Divisional Commissioners	Divisional Commissioner	Financial Commissioner, Revenue	Chief Minister
7	Secretary, Staff Selection Commission	Chairman	Chief Secretary	Chief Minister
8	Controller, Printing & Stationary	Administrative Secretary	Minister-in-charge	Chief Minister
9	Joint/Additional Directors in various Departments	Head of the Department	Administrative Secretary	Chief Minister
10	Joint/ Additional Labour Commissioner	Head of the Department	Administrative Secretary	Chief Minister
11	Joint Registrar (Admn.), Cooperative Societies	Head of the Department	Administrative Secretary	Chief Minister
12	Joint Controller, Civil Defence, Ambala	Director, Civil Defence	Administrative Secretary	Chief Minister
13	Joint Chief Electoral Officer	Chief Electoral Officer	Election Commission of India	Election Commission of India.
14	General Manager (Project), Irrigation	Head of the Department	Administrative Secretary	Chief Minister
15	Joint Transport Commissioners	Head of the Department	Administrative Secretary	Chief Minister
16	Joint State Transport Controller	Head of the Department	Administrative Secretary	Chief Minister
17	General Manger, Haryana Roadways	Head of the Department	Administrative Secretary	Chief Minister
18	Secretary, RTA	Head of the	Administrative	Chief Minister

		Department	Secretary	
19	Joint Excise & Taxation Commissioner	Head of the Department	Administrative Secretary	Chief Minister
20	Assistant Director, Consolidation of Holdings, Rohtak	Head of the Department	Administrative Secretary	Chief Minister
21	Lang Acquisition officers	Head of the Department concerned	Administrative Secretary concerned	Chief Minister
22	Estate Officer, HUDA	Chief Administrator HUDA in consultation with Administrator, HUDA	Administrative Secretary	Chief Minister
23	Secretary/ OSD/ Zonal Administrator, Inquiry Officer in various Boards and Corporations	Managing Director	Administrative Secretary	Chief Minister
24	Managing Directors, Coop. Sugar Mills	Managing Director, Sugarfed	Administrative Secretary	Chief Minister
25	General Manager, Hafed Sugar Mills	Managing Director, HAFED	Administrative Secretary	Chief Minister
26	Secretary, Backward Classes Commission	Chairman	Administrative Secretary	Chief Minister
27	Secretary, State Information Commission	Chief Information Commissioner	Chief Information Commissioner	Chief Information Commissioner
28	Secretary, Haryana School Education Board	Chairman	Administrative Secretary	Chief Minister
29	Secretary, School Teachers Selection Board	Chairman	Administrative Secretary	Chief Minister
30	Secretary, Haryana Police Recruitment Board	Chairman	Administrative Secretary	Chief Minister
31	Administrator, Municipalities	Director, Urban Local Bodies	Administrative Secretary	Chief Minister
32	Joint Director, PGIMS, Rohtak	Director, PGIMS	Vice Chancellor, University of Health Science	Vice Chancellor, University of Health Science
33	Extra Assistant Commissioner (Under Training), in Districts	Deputy Commissioner	Financial Commissioner, Revenue	Chief Minister
34	Extra Assistant Commissioner (Under Training), HIPA Gurgaon	Director, HIPA, Gurgaon	Chief Secretary	Chief Minister
35	Secretary in various Commission of Inquiry	Commission of Inquiry	Chief Minister	Chief Minister
36	Secretary, Lokayukta	Lokayukta	Lokayukta	Lokayukta
37	Joint Commissioners, Municipal Corporations	Head of the Department/ Commissioner in consultation with whosoever is senior	Administrative Secretary	Chief Minister
38	Secretary/ Deputy Secretary, Haryana Public Service Commission	Chairman	Administrative Secretary	Chief Minister
39	Chief Executive Officer,	Deputy	Secretary to	Governor

	Kurukshetra Development Board	Commissioner, Kurukshetra	Governor	
40	Chief Executive Officer, Shivalik Development Agency, Ambala	Deputy Commissioner, Ambala	Financial Commissioner, Revenue	Chief Minister
41	Chief Executive Officers of Shri Mata Mansa Devi Shrine Board/ Shri Mata Sheetla Devi Shrine Board, Gurgaon	Head of the Department	Administrative Secretary	Chief Minister

Note: In case of officers holding the charge of the posts of Additional Deputy Commissioner/Sub Divisional Officer (Civil)/City Magistrates/General Manager, Haryana Roadways, either main or additional charge, their ACRs will be got recorded of the post of Additional Deputy Commissioner/Sub Divisional Officer (Civil)/City Magistrates/General Manager, Haryana Roadways held by them.