

No. 8367-3S-71/36929

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, the Commissioner, Ambala Division, all Deputy Commissioners; and all Sub Divisional Officers, Haryana.

The Registrar, Punjab and Haryana High Court; and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 23rd December, 1971.

Subject :—Confidential reports—Consolidated instructions regarding.

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 1334-ASI-60/15708 dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that it has been decided to make the following further amendments in the instructions :—

I. The following will be added as explanatory note (iii) below Paragraph 8 :—

"An officer who has retired from service will not be competent to record remarks in the confidential reports of officers/subordinates who worked under him."

I. Paragraph 8 (ii) will be read as below :—

"If there is a change of portfolios, a Minister or Deputy Minister or Chief Parliamentary Secretary also may, if he had not done so previously during the year, record remarks on the confidential files of officers subordinate to him within six weeks of his relinquishing charge of his previous portfolio(s)"

Yours faithfully,

Sd/—

Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forwarded to all Financial Commissioners, Haryana and all Administrative Secretaries to Government, Haryana for information and necessary action.