

No. 872 38-73/5679

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, the Commissioners, Ambala and Hissar Divisions; all Deputy Commissioners; and all Sub Divisional Officers in Haryana.
2. The Registrar, Punjab and Haryana High Court; and all District & Sessions Judges in Haryana.

Dated Chandigarh the 6 March, 1973.

Subject : Confidential reports—Consolidated instructions regarding.

Sir,

I am directed to refer to Composite Punjab Govt. Consolidated circular letter No. 2334-ASI-60/15708 dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that Government have now decided that special reports recorded on the work and conduct of Government employees on any particular occasion should also be placed on their personal files. It is, therefore requested that the following new sub para may please be added as sub para (e) below paragraph 13(i) of the said consolidated instructions :—

“13(i) (e) Special reports recorded on the work and conduct of Government employees on any particular occasion e.g. reports recorded on the expiry of the period of probation or in connection with the crossing of an efficiency bar etc.”

Yours faithfully,

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

A copy forwarded to the Financial Commissioner, Revenue, Haryana, All Administrative Secretaries to Government Haryana for information and necessary action.