

No. 1262-3S--73/7754

From

Shri Saroop Krishen, ICS
Chief Secretary to Government Haryana.

To

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

Dated Chandigarh, the 22nd March, 1973.

Subject :—Confidential reports consolidated instructions regarding.

Sir,

I am directed to refer to the composite Punjab Government 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 decided that the personal files (ACR files) of class I officers should be maintained in duplicate—the original copy being maintained by the Head of the Department concerned and the duplicate copy by the Administrative Secretary concerned. Paragraph 17 (iii) and sub para one immediately below paragraph 17 (iv) of the instructions referred to above will therefore be substituted as under :—

1. Para 17 (iii) "The personal files of all class I and class II officers, except those covered by (i) and (ii) above, will remain with the Heads of Departments. The personal files of class I officers will be maintained in duplicate i.e. the personal files containing the original/annual confidential reports and other documents will be maintained by the Head of the Department concerned while the duplicate files containing attested copies of the reports and the other document will be maintained by the Administrative Secretary concerned."
- II. Sub para one "The authorities mentioned at (i) (ii) and (iv) above and the Heads of immediately below Departments in the case of officers at (iii) above will receive the confidential reports and convey adverse remarks/appreciation on their basis in paragraph 17 (iv) respect of the Government employees whose personal files are maintained by them."

2. This decision will cover the existing personal files of class I officers also and the Head of departments are therefore requested to forward up-to-date authenticated copies of confidential reports and all other documents in such personal files to the Administrative Secretaries for the duplicate copies of the personal files being maintained by the latter. Furthermore, it will be necessary for the Administrative Secretaries to ensure that the personal files are being duly maintained by the Heads of Department strictly in accordance with the Government Instructions and any default that is observed in this regard is brought to the notice of the Heads of Departments for the defects being rectified.

These instructions may please be noted carefully and also brought to the notice of all others concerned for strict compliance.

4. Receipt of this communication may please be acknowledged.

Yours faithfully,

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

A copy each is forwarded to :—

- (1) the Financial Commissioner, Revenue, Haryana