

No. 8190-3S-73/

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments ; the Commissioners, Ambala and Hisar Divisions; 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 2nd Jan., 1974.

Subject:—Confidential reports consolidated instructions regarding.

Sir,

I am directed to refer to composite Punjab Government 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 decided to make the following further amendments in the instructions :—

1. The existing Paragraph 5(iv) may be substituted as under :—

5(iv) A Chief Parliamentary Secretary Deputy Minister will have no right of recording/reviewing/accepting of remarks in the annual confidential reports of officers/officials (except in the case of personal staff working under him). A Minister of State where he holds independent charge of a Department will, however, be competent to record such remarks. The Minister/Minister of State (where he is the Minister-in-charge), before recording his remarks may informally consult the Minister(s) of State/Deputy Minister(s), Chief Parliamentary Secretary as the case may be.

- II. The explanatory note below Paragraph 5 may be substituted as under :—

- (i) A Minister or a Minister of State (who held independent charge of any department) who has quit office, will not be competent to record remarks in the confidential report of any officer (including in personal staff). The reports of officers for whom the Minister was the only reporting authority shall be recorded by the Chief Minister.

- III. The following is added as explanatory note (ii) below Paragraph 5 ;

- (ii) The word Minister-in-Charge wherever occurring in these instructions would mean Ministers who are/were independently in-charge of the Departments under their control. It would include Ministers of State, when they hold/held independent charge of any department.

- IV. The existing Paragraph 8 (ii) may be substituted as under :—

- 8(ii) If there is a change in portfolios, a Minister or a Minister of State (incharge of any Department) may, if he had not done so earlier record remarks on the confidential files of officers subordinate to him for the year in which change in portfolios took place. Such remarks should be recorded as early as possible after relinquishing charge of his previous portfolio(s) and in any case before the end of the reporting year concerned.

Yours faithfully,

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

A copy each is forwarded to:—

- (i) The Financial Commissioner, Revenue, Haryana.