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No. 60/1/94—S (1)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak and Gurgaon
Divisions;

All Deputy Commissioners and all Sub-Divisional Officers (Civil) in Haryana.

2. The Register, Punjab & Haryana High Court.
Dated Chandigarh, the 7th February, 1994.

Subject :—Writing of Confidential Reports in time—Instructions regarding.

Sir,

I am directed to invite reference to Haryana Govt. letter No. 60/1/93-S (1), dated 29th April, 1993 which inter-alia laid down that the annual confidential reports should be written as per the following time schedule so that the ACRs complete in all respect should reach the authority responsible for maintaining the ACR files by the 15th May :—

- (a) Reporting Authority shall initiate the annual confidential reports in time and ensure that they reach the Reviewing Authority by 7th April;
- (b) Reviewing Authority would send the reports to the Accepting Authority so as to reach him by 20th April; and
- (c) The report should be sent to the Head of Department by the 15th May.

2. Although the said instructions have been reiterated time and again but in spite of this, these instructions are not being followed strictly. It is, therefore, once again requested that existing instructions regarding writing of ACRs should be strictly complied with. It is mandatory for the officers to write the ACRs of their subordinates regularly and punctually.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government Haryana.

A copy each is forwarded to :—

- (i) All the Financial Commissioners, Haryana;
- (ii) All the Administrative Secretaries to Government Haryana.

for information and necessary action.

Sd/-

Under Secretary, General Administration,
for Chief Secretary to Government, Haryana.

To

- (i) All the Financial Commissioners, Haryana;
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 60/1/94-S (1),

Dated Chandigarh, the 7th Feb. 1994.

A copy each is forwarded to the Principal Secretary/Special Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary for the information of Chief Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

To

The Principal Secretary/Special Principal Secretary/
Dy. Principal Secretary/Officer on Special Duty/
Secretaries/Private Secretaries to Chief Minister/
Ministers/State Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 60/1/94-S (1),

Dated Chandigarh, the 7th February, 1994.