

No. 61/11/96-S(1)

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments,
Commissioners Ambala/Hisar/Rohtak/Gurgaon Division
All Deputy Commissioners and Sub Divisional Officers
(Civil) in Haryana.

2. The Registrar, Punjab & Haryana High Court.

Dated Chandigarh, the 14.5.1996

Subject:-

Confidential Reports.
...

Sir,

I am directed to invite your attention to para 2 of the booklet of Haryana Government printed in year 1987 on Consolidated instructions regarding confidential reports wherein it has been inter-alia laid down that when an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the personal file. Some departments have been referring the cases to the Chief Secretary (in Services-I Br.) for seeking advice on the point as to how the period for which ACR is not written should be treated? Whether the unwritten ACRs for that period are to be treated as good or bad?

2. In the cases of promotion, crossing of Efficiency Bar and retention in service beyond 50/55 years certain annual confidential reports are to be kept in view for deciding such cases. In order to avoid reference on this point it is made clear that the period for which ACR has not been written i.e. on account of suspension, absence due to leave or illness, termination of services or for any other reason, ACR for that period should be treated as blank.

other instructions regarding promotion, crossing of