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No. 60/1/96-S(1)

From

The Chief Secretary to Government Haryana.

To

All Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak and Gurgaon
Divisions;
All Deputy Commissioners and Sub-Divisional Officers
(Civil) in Haryana.

Dated Chandigarh, the 22.5.1996

Subject:-

Policy regarding writing of confidential reports of
Superintendents of Police and other officers.

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Sir,

I am directed to invite your attention to the subject noted above and to say that the Government has reconsidered the matter and decided that the confidential reports of the Superintendents of Police will be initiated by the District Magistrates (Deputy Commissioners) on the following three aspects:-

- i) Reputation for honesty
- ii) Dealings with the public.
- iii) Overall personality and efficiency in the matter of maintenance of law and order and also for maintaining and promoting communal harmony and curbing/handling communal tension

2. The report with the remarks of the District Magistrate will be forwarded to the respective Deputy Inspector General of the range.

3. These orders will be applicable for writing ACRs for the year 1996-97 and onwards. The instructions dated 25.6.88 issued by Haryana Government are hereby withdrawn.

4. As regards the Heads of the other departments (who head that particular department in the district) including principal of Government Colleges will continue to be recorded by the concerned Deputy Commissioner. In addition, the reports of the circle officers over the district

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concerned Deputy Commissioner. This will be then recorded upon by the Divisional Commissioner. In the case of the Superintending Engineers and other circle level officers, the Deputy Commissioner will record his remarks on the following aspects:-

- i) Reputation for honesty.
- ii) Dealings with the public.
- iii) Contribution towards implementation of government's policies and developmental schemes.

5. A flow chart regarding movement of ACRs is enclosed herewith for guidance.

6. These instructions may kindly be brought to the notice of all concerned for compliance.

Yours faithfully,

[Signature] 22/5/96.
Joint 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.

[Signature] 22/5/96.
Joint Secretary General Administration,
for Chief Secretary to Government Haryana.

To

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

U.O.No. 60/1/96-S(1),

Dated Chandigarh, the 22.5.96

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Authorities for recording remarks in respect of officers of different level posted in the field.

Sr. No. Designation

1. Reporting Authority No. 1

3

Reporting Authority No. II

4

Reporting Authority No. III

1. IN CASE OF SUPERINTENDENT OF POLICE.

Deputy Commissioner

D.I.G. of the Range

Divisional Officer.

2. IN CASE OF SUPERINTENDING ENGINEERS.

Deputy Commissioner of the District where S.E. is posted.

Divisional Commissioner

3. IN CASE OF DISTRICT HEADS

Deputy Commissioner

Reporting Authority No. II will send it to the Head of the Department Chandigarh. Deputy Commissioner will send it to the Head of the Department at Chandigarh.

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