

119

No. 60/4/97-S(I)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Department,
Commissioner Ambala, Hisar, Rohtak & Gurgaon
Divisions; All Deputy Commissioners and
All Sub Divisional Officers(C) in Haryana.

2. The Registrar,
Punjab and Haryana High Court.

Dated Chandigarh, the 7th August, 1997

Subject: Writing of Confidential Reports in time -instructions
regarding.

Sir,

I am directed to refer to para 2 of the Consolidated Instructions regarding Confidential Reports and Government instructions issued vide circular letters No. 60/2/85-S(I), dated 27th March, 1985, No. 60/3/91-S(I), dated 28.2.1992 and No.60/1/93-S(I), dated 29.4.1993 on the above noted subject and to say that the following time schedule has been prescribed for writing of ACRs complete in all respects so as to reach the authority responsible for maintaining the ACR files :-

- a) Reporting Authority shall initiate the annual confidential reports on time and ensure that they reach the Reviewing Authority by 5th April;
- b) Reviewing Authority would send the reports to the accepting authority so as to reach him by 20th April;
- c) The report should be sent to the Head of Department by 15th May.

2. It has come to the notice of the Government that some officers do not adhere to the above time schedule for writing ACRs of the officers/officials. As a result of which the service matters of the officers/officials concerned keep on pending and acute hardship is faced on this account alone.

3. The Government have viewed this delay in writing ACRs seriously and it has been decided that the time schedule

-2-

4. The pending reports should be written expeditiously failing which the defaulting officers shall be liable for disciplinary action.

5. These instructions may please be brought to the notice of all concerned officers for strict compliance and their information.

Yours faithfully,

Section Officer Services-I,
for Chief Secretary to Govt., Haryana..

....
A copy each is forwarded to all the Financial Commissioners, Haryana and all Administrative Secretaries to Government, Haryana, for information and necessary action.

Section Officer Services-I,
for Chief Secretary to Govt., Haryana.

To

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

U.O.No.60/4/97-S(I) Dated Chandigarh the August 7, 1997

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

Section Officer Services-I,
for Chief Secretary to Govt., Haryana.

To

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

U.O.No.60/4/97-S(I) Dated Chandigarh the August 7, 1997

No.60/1/97-S(I) Dated Chandigarh the August 7, 1997

A copy each is forwarded to all the Managing Directors/Chief Administrators of the Boards.