

No. 60/2/98-5 (1)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,
Commissioner Ambala/Hisar/Gurgaon/Rohtak Division,
All Deputy Commissioners and
All Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 12th May, 1998.

Subject:- Confidential Reports- Consolidated instructions regarding.

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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 amendment in the instructions :-

The existing Paragraph 5 (iii) (b) may be substituted as under :-

"5 (iii) (b) The Minister-in-charge will also be the accepting authority in respect of all the Under Secretaries irrespective of the fact that they submit their cases direct to the Secretary of the Department concerned or through any Joint/Deputy Secretary. In the case of other Officers/officials subordinate to the Under Secretaries, the Minister-in-charge would normally be neither a recording nor an accepting authority. He would be competent, however, in any particular case, if he so chooses, to send for the personal file of an Officer and record such remarks therein as he considers should be made on the basis of his personal knowledge. Such remarks should be recorded by him on the ACR for the latest year written during his holding the charge of the concerned department, within one month of the calling of the relevant ACR."

Yours faithfully,