

No.60/3/98-S(I)

From

The Chief Secretary to Govt., Haryana.

To

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

2. The Registrar,
Punjab & Haryana,
High Court.

Dated, Chandigarh, the April 8, 1999

Subject:--Confidential Reports-Consolidated instructions regarding.

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Sir,

I am directed to refer to Govt. circular letter No.36/28/81-S(I), dated June 6, 1989 on the above noted subject and to say that the annual confidential report which is graded as 'average' and even if it does not contain any adverse remarks, is treated as adverse and it required to be communicated to the officer/official concerned immediately after its receipt. As per provisions made in para 10 of the Consolidated instructions, an officer should not at any time be kept ignorant of the reporting officer's opinion, where his service is not considered satisfactory. Criticism should be communicated promptly and should indicate the nature of defects in suitable language, so that officer is not deprived of the right of representation. It is also pertinent to mention that Courts have tended to ignore such adverse reports (average) which had not been conveyed and where an opportunity for representation was not afforded to the officer concerned. In terms of Govt. instructions issued vide letter Nos. 5990-3S-73/10852, dated 7.5.1974 and 953-3S-75, dated 1.5.1975, a certificate to ensure that adverse remarks are communicated to the officer/official concerned, is required to be furnished by all Heads of offices, HODs and Administrative Secretaries by the end of June each year (in the case of Education Deptt at the end of October each year) that adverse remarks given in the ACRs maintained in that Department have been communicated to the officer/official concerned. But it has come to the notice of the Government that these instructions are not being followed meticulously which result in unnecessary delay in deciding the service matters of the official/officer concerned. A Disciplinary action is also required to be taken against the defaulting officers for not complying with the Govt. instructions from time to time. Any lapse in this regard should be viewed seriously.

2. It is, therefore, again reiterated that adverse remarks including 'average' grading should be communicated to the official/officer concerned immediately after the receipt of such reports positively.

3. I am to request that these instructions may kindly be brought to the notice of all concerned for strict compliance.