

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

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh, the Jan. 4th, 1999.

Subject : Confidential Reports - Consolidated instructions
regarding.

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Sir,

I am directed to address you on the subject noted above and to say that despite repeated directions, it has been noticed that officers do not write ACRs of their subordinate within the prescribed time schedule and in accordance with the Government instructions.

2. In spite of clear instructions in respect of report about integrity, reporting officers continue to record non-committal remarks such as "Average", "Satisfactory", "No Complaint" etc. Similarly, adverse remarks recorded in the ACR are not conveyed promptly, nor are matters examined properly and thoroughly. Decisions on representations against adverse remarks are not taken in time. Departments continue to refer cases for advice even after taking final decision on such representations. Cases are referred for advice for considering 2nd representation despite clear instructions that second representation does not lie.

3. I am, therefore, directed to reiterate that time schedule for writing ACRs should be strictly adhered to, failing which disciplinary action would be taken against the

defaulting officers and an entry to this effect made in their ACRs as per instructions. A clear opinion should be stated about integrity in the light of Government instructions. Adverse remarks should be conveyed promptly, examined properly and thoroughly and a conscious decision should be taken well in time and overall assessment of ACR should be categorised in recognised categories only. Where instructions are already clear, unnecessary references should be avoided.

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

Yours faithfully,

[Signature]
Joint Secretary General Administration,
for Chief Secretary to Government, Haryana.

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

[Signature]
Joint Secretary General Administration,
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners and
All the Administrative Secretaries to
Government, Haryana.

U.O. No. 60/3/98-S(I), Dated, Chandigarh, the Jan. 4, 1999.

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

[Signature]
Joint Secretary General Administration,
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/Addl. Principal Secretary/
Dy. Principal Secretary/Secretaries/Private Secretaries
to the Chief Minister/Ministers/State Ministers.

U.O. No. 60/3/98-S(I), Dated, Chandigarh, the Jan. 4, 1999.

Endst. No. 60/3/98-S(I), Dated, Chandigarh, the Jan. 4, 1999.

A copy each is forwarded to all the Managing Directors/
Chief Administrators of the Boards/Corporations in Haryana for
information and necessary action.