

No.61/6/2002-6S(I)

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Department,
Commissioner Ambala, Hisar, Rohtak & Curgan
Divisional: All Deputy Commissioners and
All Sub Divisional Officers(C) in Haryana.
2. The Registrar,
Punjab and Haryana High Court.

Dated, Chandigarh, the 7th February, 2003

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

...

Sir,

I am directed to invite reference to letter No.60/45/97-S(I) dated 7th August, 1997 (Copy enclosed) and to say that the instructions contained in the letter referred above may be followed meticulously.

Yours faithfully,

A. L. Sharma
Section Officer Services-I,
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.

A. L. Sharma
Section Officer Services-I,
for Chief Secretary to Government., Haryana.

To

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

U.C.No.61/6/2002-6S(I) Dated, Chandigarh, the 7th February, 2003

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.

A. L. Sharma
Section Officer Services-I,
for Chief Secretary to Government., Haryana.

To

No.61/6/2002-6S(I) Dated, Chandigarh, the 1st February, 2003

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

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

Copy of letter No.60/4/97-S(I) Dated, 7th August, 1997 of the office of the Chief Secretary to Government, Haryana.

HARYANA GOVERNMENT
SERVICE DEPARTMENT.

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 7th 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 as mentioned above should be followed strictly. ACRs should be written by all the officers of the State on time.

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 complinace and their information.