

No.60/1/2002-6S(I)

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh, the 16 June, 2003.

Subject: Writing of confidential reports in time – Instructions regarding.

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Sir,

I am directed to refer to para 2 of the Consolidated Instructions regarding Confidential Reports and Government instructions issued vide circular letter No.60/2/85-S(I), dated 27.3.1985, No.60/3/91-S(I), dated 28.2.1992, No.60/1/93-S(I), dated 29.4.1993, No.60/1/94-S(I), dated 7.2.1994, No.60/4/97-S(I), dated 7.8.1997 and even No. dated 21.11.1997 and 2.7.1998 on the above noted subject and to say that it has come to the notice of the Government that in spite of repeated instructions, ACRs of the subordinates are not being written by the officers as per time schedule prescribed.

2. In order to ensure that ACRs are recorded timely as per Government instructions issued from time to time, it has now been decided that each and every Administrative Secretary will take a review meeting with regard to his/her Department on a six monthly basis to assess and monitor such cases. The first meeting should be held in the month of June and second in October each year. The concerned Administrative Secretary must send a report to Chief Secretary to Government, Haryana indicating the status of initiation/review and acceptance of ACRs in the Department working under them by first week of July/November as the case may be which shall be completed and submitted to the Chief Secretary to Government, Haryana for information and review thereafter. In case, a particular Department is in need of any advice in this regard, then the concerned Administrative Secretary can be called for a special meeting to review his cases at the level of the Chief Secretary to Government, Haryana.

3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,