

No.61/7/2002-6S(I)

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh, the 2nd June, 2003.

Subject : Writing of Confidential Reports – Entry regarding doubtful integrity

Sir,

I am directed to invite your attention to Haryana Government instructions contained in letter No.2/46/88-2G.S.I, dated 17th May, 1989 and No.2/19/2001-2G.S.I, dated 22.10.2001 on the subject noted above which inter alia provide that if an employee has been awarded a punishment for an act of omission or commission during a particular period, his ACR of that year (i.e. the year in which the act of omission or commission took place) may be suitably down-graded. A point has been raised by some of the Departments for clarification as to whether entry regarding doubtful integrity can be made simultaneously while down-grading the ACR of any employee as a sequel to the punishment awarded to him.

It is clarified here that entry regarding integrity is normally recorded at the time of writing of the ACR. However, if any employee has been awarded a punishment in the disciplinary case pending against him and he is believed to be corrupt/dishonest on the basis of findings of the disciplinary action/charges proved against him, entry regarding doubtful integrity may be made simultaneously in his ACR of that year in which the act of omission and commission took place while down-grading his ACR as a sequel to the punishment awarded to him but in conformity with the Government instructions issued vide letter No.61/20/85-S(I), dated 12th December, 1985.

It is also clarified that a single show cause notice should be given to the delinquent employee.

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

Yours faithfully,

P. R. Wal.

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

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

P. R. Wal.

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners and Principal Secretaries/
Commissioners and Secretaries to Government, Haryana.

U.O. No.61/7/2002-6S(I),

Dated, Chandigarh, the 20th June, 2003