

No.31/21/2002-6S(I)

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh, the 19/2 February, 2004.

Subject: Regarding representations submitted by Government employees against adverse remarks recorded in their ACRs.

- - -

Sir,

I am directed to invite your attention to Haryana Government letter No.3103-3S-71 dated 21.5.1971 in which there is following provision to decide the representations against the adverse remarks :-

"(ii) Before passing final order on a representation against adverse remarks, the comments of the reporting authority/authorities should invariably be obtained. Final orders on such a representation will be conveyed to the Government employee concerned as far as possible within three months of the date of submission of the representation. The orders so passed shall be final and a second representation against the adverse remarks will not be entertained."

2. Your attention is also invited to the Punjab Government letter No.12241-G-I-58/1860 dated 21.1.1959 which read as under :-

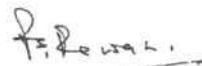
"the highest administrative authority means the appointing authority. However, in respect of Class I and Class II Government employees, the 'highest administrative authority' means the appointing authority or the authority to whom representation against the punishment of censure lies under the existing rules of the department concerned for a particular officer, whichever is higher. If in any case, the highest administrative authority himself the authority whose adverse remarks are communicated, the term 'highest administrative authority' should mean the next higher authority."

-2-

Cabinet Sub-Committee constituted vide Government Notification No.31/21/2002-6S(I), dated 16.2.2004 (Copy enclosed).

4. I am to request you that a decision of the Government may kindly be brought to the notice of all concerned for compliance.

Yours faithfully,



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

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



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

To

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

U.O. No.31/21/2002-S(I),

Dated, Chandigarh, the 19th February, 2004.