

No.31/13/2015-7S(I)

From

The Chief Secretary to Government, Haryana.

To

1. All Administrative Secretaries to Government, Haryana.
2. All Head of the Department in Haryana.
3. All the Divisional Commissioner/Deputy Commissioners in Haryana.
4. All the Chairman/Managing Directors/Chief Administrator of Boards and Corporations in Haryana.
5. The Adviser to Administrator, U.T. Administration Chandigarh.
6. All the IAS officer in Haryana.
7. All the HCS officers in Haryana.

Dated, Chandigarh, the 22nd March, 2016.

Subject:- Writing of Annual Confidential Reports of HCS officers for the year 2015-2016.

Sir/Madam,

I am directed to address you on the subject noted above and to say that the Annual Confidential Reports of HCS (Ex.Br.) officers for the year 2015-2016 are to be recorded by 31st December, 2016. The General Administration Department vide State Government letter No. 61/1/2013-2GS-III, dated 9/11.4.2014 has provided a time schedule for writing of Annual Confidential Reports of HCS (Ex Br.) officers as under:-

Activity	Cut off dates
Blank ACR form to be given to the officer reported upon by the Personnel Department specifying the reporting officer and reviewing authority	30 th April
Self appraisal for current year	31 st May
Appraisal by reporting authority	30 th June
Appraisal by reviewing authority	31 st July
Appraisal by accepting authority	31 st August

2. If ACR for the year 2015-2016 is not recorded by 31st December 2016, no remarks shall be recorded thereafter and the officer shall be assessed on the basis of the overall record and self assessment for the year at the time of his promotion to the higher grade/posts by the competent authority, if he has submitted his self assessment in time.

3. If the officer reported upon fails to submit the self appraisal in time, an entry to this effect shall be made in the ACR performa and the same will be sent to the concerned reporting authority for recording remarks therein without the self appraisal .

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3. It is, accordingly, requested that the Annual Confidential Reports of all HCS officers for the year 2015-2016 may please be finalized positively by the dates specified above and while recording remarks, the Reporting/ Reviewing/Accepting authority should clearly indicate his/her name, designation and the date on which the remarks are recorded.
4. It is also intimated here that two sets of Annual Confidential Report form(s) for the year 2015-2016 shall be sent to the HCS (Ex.Br.) officers as per the time schedule. All the HCS (Ex.Br.) officers should submit their one set of Annual Confidential Reports form(s) after filling Part-II (self appraisal/declaration about the Annual Property Return) directly to their concerned reporting authority and simultaneously one set of the ACR form(s) duly filled Part-II should be sent to the Chief Secretary to Government, Haryana (In Services-I Branch) within the time schedule mentioned above.
6. It is further requested that the reporting/reviewing authority should also send the said Annual Confidential Report directly to the next authority, after recording his/her remarks as per time schedule mentioned above under intimation to the Chief Secretary to Government, Haryana (In Services-I Branch).
7. Instructions as contained at the end of performa of ACRs of IAS/HCS officers may please also be strictly followed while filing up self appraisal by the officers to be reported upon and also by reporting, reviewing and accepting authority while recording their remarks in the ACRs.

Yours faithfully,



(Sube Khan)

Superintendent Services-I,
for Chief Secretary to Government, Haryana.

Endst. No. 31/13/2015-7S(I)

Dated, Chandigarh the 22nd March, 2016.

A copy, each, is forwarded to the Principal Secretary/Additional Principal Secretary to Chief Minister, Haryana and Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to Ministers/State Ministers, Haryana for information of Chief Minister/Ministers and State Ministers, Haryana.

2. They are requested to ensure that the prescribed time schedule for writing the ACRs is followed strictly and ACRs of all the HCS officers for the year 2015-2016 are completed by 31.12.2016 positively and send to the Personnel Department (in Services-I Branch).



(Sube Khan)

Superintendent Services-I,
for Chief Secretary to Government, Haryana.