



GOVERNMENT OF HARYANA

COMPENDIUM OF INSTRUCTIONS

ON

PERFORMANCE APPRAISAL

(VOLUME – VII)

CHIEF SECRETARY, GOVERNMENT OF HARYANA

YEAR -- 2009



PREFACE

After the formation of Haryana State, for the first time in 1985, Compendium of instructions issued by the General Administration Department, Government of Haryana, was published. This compendium was in two parts. Subsequently, in 1994, all the instructions issued from 1985 upto that year, were published in the form of another compendium. The next edition, which appeared in 2001, contained all the instructions issued from 1994 until 2001. These four compendia are not easily available and therefore could not be utilized fully. The earlier editions were not reprinted by the Government. Moreover, each of these compendia contained instructions relating to different subjects. Due to this, whenever a particular topic needed to be searched all the four compendia had to be scanned. Besides, a large number of instructions were also issued after 2001. This also made the updation of these compendia necessary.

Therefore, it was decided to compile the contents of these compendia in a subject-wise fashion. It would require nine volumes, replacing all the four earlier compendia, i.e., those published in 1985, 1994 and 2001. The present compendium is the seventh volume in this series and relates to "Performance Appraisal".

The new Compendia would also be available on the websites www.haryana.gov.in and www.csharyana.gov.in. Interested persons can easily download them or any part thereof. The compendia would also be circulated amongst all Administrative Secretaries, Heads of Departments and other offices. The public can also obtain them from the market.

Efforts have been made to include all available Government instructions issued by General Administration Department of the Haryana Government till 30th June, 2009. Although we have taken all possible precautions while compiling the Compendia, there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I acknowledge the hard work put in by the GS-III Branch of General Administration Department, in general, and Shri Rajeev Ranjan, IAS, Joint Secretary, Shri Sushil Kumar Jain, Under Secretary, Sh. Subhash Ahuja, Superintendent and Smt. Raj Kumari, Assistant, in particular, for compiling all Compendia in a very short period of time. Shri Vikas Yadav, HCS, Controller, Printing & Stationary, Shri Vishal Chadha, PCAT, and their team of officials also took steps to ensure a speedy publication. They deserve our appreciation.

I hope that this Compendium would be handy and useful to all concerned.

**Dated Chandigarh,
The 1st July,, 2009**

**DHARAM VIR
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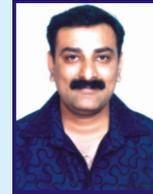
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I

CONFIDENTIAL REPORTS

Copy of letter No. 14102-GI-57/22998, dated the 15th November, 1957 from the Chief Secretary to Govt. Punjab to all Deputy Commissioners and the District and Sessions Judges in the Punjab and the Registrar, Punjab High Court.

Subject:- Relationship between the Deputy Commissioners and the Departmental Officers in the District.

I am directed to address you on the subject noted above, and to say that after consideration of the question very carefully, Government have decided that as far as relationship between the Deputy Commissioners and the Departmental Officers in the districts is concerned the Deputy Commissioners would be a coordinator and he will have authority to call for advice and assistance from all Departmental Officers posted in his district. Moreover, he would also be competent to write the Annual Confidential reports of the District Officers of other departments posted in his district, but his remarks would be confined merely to :—

- (a) reputation for honesty; and
- (b) relationship with public.

So far as Police Officers are concerned, it has, however, been decided that no change is necessary in the present rules and procedure.

Copy of letter No. 10542-G-III- 59/26741, dated the 17th November, 1959 from the Chief Secretary to Govt. Punjab, Chandigarh to all Heads of Departments etc., etc.

Subject : Relationship between the Commissioners/Deputy Commissioners and Divisional officers/ District officers in Divisions /Districts.

I am directed to refer to the instructions contained in Punjab Government Letter No., 14102-GI-57/22998, dated the 15th November, 1957 and No. 9180-GIII-59/22659, dated the 20th November, 1959, regarding the relationship between Deputy Commissioners and Departmental officers, in the districts and to state that after careful consideration, Government have decided that these instructions should apply *mutatis mutandis* to the Commissioners of Divisions vis-a-vis Divisional Heads of Departments. I am also to state that besides recording remarks with regard to (i) reputation for honesty and (ii) relationship with public of district and divisional officers of various department, the commissioners and Deputy Commissioners will also record remarks in regard to their work in their matter of implementing development schemes and policy of Government.

Copy of Punjab Government Circular letter No. 2334-ASI-60/15708, dated 3rd May, 1960, from the Chief Secretary to Government, Punjab addressed to all Heads of Departments, etc., etc.

Subject :- Confidential Reports.

I am directed to invite attention to Punjab Government Circular letter No. 15851-GI-56/1643, dated the 28th January, 1957, on the subject of confidential reports, and to point out that since its issue a number of further instructions on the subjects have been sent to you. It seems suitable therefore, to issue a consolidated revised circular and this letter embodies all instructions on the subject brought up-to-date.

The need for regular and punctual recording of reports in personal file.—It is essential that all officers write their reports in the personal files of their subordinates regularly and punctually. Not only should every official, whether gazetted or non-gazetted, except Class IV Government servants, possess a personal file or character roll. But it should be kept up to date and not allowed to remain without remarks for over a period of 12 months, otherwise its utility as a confidential record disappears. When an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the personal file. Similarly, the final result of the disciplinary proceedings should also be duly recorded. As during the period of suspension an officer frequently has no immediate superior, there tend to be gaps in Personal Files, and it is the responsibility of the authority which keeps the file to ensure that entries regarding such periods are invariably made. It must be remembered that the personal file of an official is used for various purposes, *e.g.*, promotion, punishment, appeals, memorials or in dealing with the question whether his service is approved for the purpose of full pension. If therefore, it is not carefully maintained it is robbed of much of its value. Indeed, the very purpose for which it is maintained will be defeated. There are different instructions in different departments regarding the dates on which confidential remarks are to be recorded and the frequency of these remarks. In some cases, confidential reports are written twice a year and in others once a year. Whatever the frequency laid down, it is necessary that this should be adhered to rigidly and its reports recorded on or by the due dates. A certificate should be furnished by all Heads of Departments to the Administrative Secretaries concerned within one month to show that all confidential reports have been recorded in their respective departments by the due date.

Note:— The confidential reports should be recorded without delay. Further in the event of heavy delay occurring in isolated cases, it should be possible for the higher authorities to discount to the extent necessary such reports as had been written after a lapse of very long period and as were attended with suspicious features on one ground or another. The assessment of the record as a whole of the officer concerned would thus not be affected unduly by such a report.

No. 126-ASI-64/2377, dated 17th January, 1964

3. *What the report should contain:*— Forms have been prescribed by different departments for different officers but it is not possible for Government to prescribe any standard form for all departments on which reports should be recorded. While, therefore, every department is free to obtain the reports in forms which may have been laid down or which it may consider most suitable. It is felt that balance of advantage would definitely be in favour of prescribing a simple form (specimen enclosed as Annexure C) instead of providing a multiplicity of columns and items on which assessment

is to be made. Too elaborate and lengthy form would only lead to complications. Generally speaking the reporting officer should state whether the officer/official concerned has been able to satisfactorily discharge the duties of his office. It should also be stated whether the person is able, conscientious and hardworking and the degree of his qualities in these directions should be indicated. If the officer or official reported on has to control an establishment under him, it should be stated whether he is capable of supervising their work and whether his relations with his subordinates are satisfactory. It is important to mention whether the officer or official is punctual and, has maintained discipline. It should also be stated (if he comes into contact with the public) whether he is accessible and hears and deals with complaints properly and is also courteous in his behaviour. In the case of touring officers, it should be stated whether their touring is systematic and adequate. The report should also specifically bring out any defects, remediable or otherwise, so that a complete picture of the official's work including the favourable and unfavourable points is available. If any particular incident has occurred during the period under report which shows up the officer in good or bad light, this should be mentioned. Letter of appreciation issued by various Authorities or persons and any major event of work done or special contribution made by the officer towards implementation of a particular scheme or successful conclusion of a special Campaign will naturally be taken into consideration by the reporting authority while recording the annual remarks on the work of the officer if he considers them relevant in an annual assessment of the officer's work.

Explanatory Notes:—

- (i) Some reporting officers tend to make mention of very slight defects in a subordinate. Government is of the view that very slight defects should be brought to an officer's notice verbally in the way of advice and guidance and need not find mention in annual confidential report unless they are of a type which have been more than once brought to the subordinate's attention but which he nevertheless persists in. Likewise, remediable defects should also be pointed out during the year so that the official concerned may make an effort to improve and to remove those defects.
- (ii) Quite often it is more convenient to get an overall assessment of an officer by pointing out some defects against one of the other columns in relationship to remarks made regarding his work with reference to that column. It is not the intention that all defects should be enumerated against the column "Defects, if any", if their mention against some other column permits a more rounded and balanced judgement of the officer. In these circumstances it is better to mention the defects against the column where they seem relevant and merely state against the column "Defects, if any", the fact that these have been pointed out already.
- (iii) Generally against the column "Defects, if any", should be mentioned any significant general or particular defect in the subordinate which is part of his method of work or manner, personality or reputation and minor matters can either be ignored or dealt with as indicated in note (i) above.
- (iv) Where a pending enquiry finds mention in the confidential report of an officer, it is incumbent upon the authority maintaining the personal file of that officer to ensure that the result of the enquiry is also recorded in the personal file.

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No. 1485-ASI-61/7762, dated 1st March, 1961.

- (v) Normally the reporting authorities should give their remarks in the confidential reports on the basis of their personal knowledge or assessment. There can, however, be occasions when a reporting authority receives complaints against an officer. It will not be appropriate for a reporting authority to make mention of such complaints in the confidential reports without trying to sift the truth. In such a case, he should give an indication whether he believes the complaints to be true or false or that it is premature for him to form a definite opinion.

Report regarding integrity:— A special mention should invariably be made regarding the integrity of the officer to which Government attached the greatest importance. It should be clearly stated if the officer is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill-considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and discuss an officer's worth from the point of view of his integrity openly and frankly in the column "Defects, if any" or elsewhere. Government observe that reporting officers are still following the practice of making non-committal remarks like no complaints. Government view this with disfavour and desire that the practice of making non-committal entries in the column relating to integrity should cease. Reporting officers should give a definite opinion on the integrity of their subordinates while writing their confidential reports. Further, instances have come to the notice of Government in which even though, officers are being proceeded against for serious forms of corruption, their confidential reports for the same periods certify their integrity to be good. It is felt that contradiction of this type arise only because reporting officers are failing in their duty to make entries in the column relating to integrity forthrightly and without hesitation. In case an officer has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning Government displeasure. Ordinarily, the inference would be that either he did not exercise proper supervision or he was in dishonest collusion with his subordinate. The intention of Government is that the truth about subordinates should be known to reporting officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

Letter No. 8588-G (C)-56-11533 GI- (S)-56/73580, dated 4th October, 1956

5. *Writing of Annual Confidential Reports on the Secretaries. Joint Secretaries, Heads of Departments and other Officers, working under the State Government* :—(i) The Administrative Secretaries to Government will write confidential reports of the Additional Secretaries, Joint Secretaries, Deputy Secretaries and Heads of Departments, included in their sphere of work. If the work of a Deputy Secretary of below passes through an Additional Secretary or Joint Secretary, the report on the work of the Deputy Secretary or other officer concerned will be initiated by the Additional Secretary/ Joint Secretary as the case may be, and will thereafter be put up to the Administrative Secretary for his remarks. In regard to Heads of Departments the Secretary will write the initial remarks though if much work has seen by an Additional or Joint Secretary, the former will consult him before doing so.

No. 574-GI-59/5924, dated 3rd March, 1959.

The Confidential Report on the work and conduct of the Inspector-General of Police will be initiated by the Home Secretary if he is of the rank of Commissioner. Thereafter, it will be recorded by

the Chief Secretary, Minister-in-charge of Home (Police) Department and the Chief Minister. In case, the Home Secretary is not of the rank of Commissioner, the Confidential Report of the Inspector General of Police will be initiated by the Chief Secretary, who will consult the Home Secretary, informally or otherwise, before recording his remarks. Thereafter, the remarks will be recorded by the Home Minister and the Chief Minister.

No. 289-SII-(5) 68/3454, dated 8th February, 1968.

- (ii) The Minister-in-charge will be the recording authority in respect of Secretary to Government.
- (iii) The Minister-in-charge will be the accepting authority in regard to Additional Secretaries, Joint Secretaries, Deputy Secretaries and Heads of Departments. In the case of other officers, the Minister-in-charge would normally be neither a recording nor an accepting authority. He would be competent, however, in any particular case, if he so chooses, to send for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge.

No. 1485-ASI-61/7762, dated 1st March, 1961.

- (iv) A Deputy Minister will have the same rights regarding recording/accepting or remarks in the confidential reports as the Minister-in-charge.

No. 59-ASI-62/5649, dated 17th February, 1962.

Explanatory Notes.—A Minister or a Deputy of the Chief Parliamentary Secretary who has quit office, will not be competent to record remarks in the confidential reports of officers working in the Departments, which worked under him or on his personal staff. The reports of officers for whom the Ministers or Deputy Ministers are the only reporting authority, shall be recorded by the Chief Minister.

No. 9161-GI-59/26689, dated 16th December, 1959.

6. *Number of Reporting Officers and powers of Administrative Secretaries to record remarks in the Confidential Reports on the staff under the Heads of Departments.*—The work and conduct of an officer working under a Head of Department, whether in the office or in the field should be reported on by at least two officers. Thus, reports which are initiated by the Head of the Department himself should be put up to the Administrative Secretary for the recording of his remarks.

No. 279-ASI-63/4655, dated 2nd February, 1963.

Explanatory Notes.—These instructions do not apply to categories of Government servants such as clerks, stenographers, drivers, etc., who exclusively work under one officer.

Letter No. 4686-G-(C)-56/16804, dated the 21st April, 1956.

7. *Minimum period for which a Reporting Officer should have seen the work of a subordinate before recording remarks on him.*—In future no reporting officer should record his remarks in the Confidential Report of an officer under him unless he has seen his work and conduct for at least three months. If the officer has served under the reporting authority for less than three months, the opinion of the officer under whom he has previously served for at least three months should be obtained.

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Explanatory Notes.—(i) A reporting officer while recording annual remarks may request his predecessor who has seen the work of the subordinate concerned for a period of more than 3 months to record his remarks but these later remarks should be submitted by the recording officer direct to the next higher authority who before adding his own remarks will take both sets of remarks, that is, those recorded by the present reporting officer as well as these recorded by his predecessor, into consideration.

(ii) In the case of a subordinate whose work has been seen by the reporting officer for a period of less than six months in the year (and of course more than 3 months), if there is another officer who has seen the work for more than six months during the same year, the latter must invariably be called upon to record his remarks and submit them direct to the next higher authority before the present superior records his own remarks.

No. 59-ASI-62/5649, dated 17th February, 1962

(iii) The period of three months referred to in this paragraph means the period for which the reporting authority has actually seen the work of the officer/official reported on. Besides regular leave (casual leave is treated as duty), the period of suspension when a Government servant does not attend to his duties is not to be counted in calculating this period, nor the leave and suspension periods of the reporting authority if any, when it does not see the work of the subordinate.

No. 59-ASI-62/5649, dated 17 th February. 1962.

8. *Recording of remarks on these occasion of relinquishment of charge by Reporting Authority.*—(i) An officer may, if he had not done so previously within six months record remarks for the confidential files of officers subordinate to him within six months of his relinquishing the charge of his post.

No. 59-ASI-62/5649, dated 17th February. 1962.

(ii) In consequence of change of portfolios, a Minister or a Deputy Minister of the Chief Parliamentary Secretary may also if he had not done so previously within six months, record remarks on the confidential files of officers subordinate to him within six months of his relinquishing the charge of his previous portfolio.

Ditto

Explanatory Notes.—(i) If an officer wishes to record his remarks either on account of his own transfer or because of the transfer of the subordinate in the middle of the year, there is no objection to his doing so and he may be supplied blank forms for the purpose if he asks for them but their remarks should not be taken into consideration for any purpose whatsoever, except at the end of the year, or other reporting period prescribed. Such a report will, however, be proposed in the same manner as other normal reports.

No. 272-ASI-63/4655, dated 2nd February, 1963.

(ii) An officer under suspension is not competent to record confidential reports on the work of his previous subordinates.

No. 6853-G-37/37890, dated 4th November, 1937.

9. *Issue of letter of appreciation.*—The practice of recognising the good work of an officer by a letter of appreciation is sound and should be adopted by all departments. It is important

that such letters should not be issued indiscriminately but this should be sent in really deserving cases to encourage good work and at the end of the prescribed reporting period, on a overall assessment of the officer's whole work during the period. The criterion for granting such commendatory letters should be based on a record of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry; and since commendation will lose much of its value if it is too easily won, it is essential that the greatest care should be taken to limit the number of commendatory letters and to grant them only in cases really deserving of notice.

No. 8965-AS1-64/35707, dated 16th November, 1964.

Explanatory Notes.—(i) (a) At least two authorities when there are two or more such competent authorities, should make the recommendation in clear term; and
(b) the work proposed for commendation should be clearly indicated.

(ii) The intention is that, as a rule, such letters of appreciation should where necessary, be issued by the appointing authority or at least by the authority competent to receive confidential reports, convey adverse remarks and maintain the personal file of the officer concerned as defined in paragraph 17 and not by officers lower than that. Officers below the level of the authority competent to maintain the personal file of the officer concerned are not competent to issue letter of appreciation or commendation on the basis of generally good work done over a period of time. Their remarks in respect of generally good work done by subordinates should appropriately be recorded in annual confidential reports.

(iii) Occasions do arise when an executive officer in the field feels the need of encouraging his subordinates by issuing them letters of commendation particularly after good work done in connection with some specific incident, *e.g.* flood relief, locusts, visit of some V.I.P. etc. and it is not the intention of Government to place this method of extracting good work out of the subordinate beyond the reach of executive officers in the field. In such cases letters of appreciation may be issued even by officers lower than the appointing authority the authority competent to receive confidential reports, convey adverse remarks and maintain personal files. Such letters will not however be placed on personal files and should be very sparingly.

No. 9026-G-51/654, dated 4th December, 1951.

10. *Communication of adverse remarks.*—Attention is invited to paragraph 7 of Punjab Government Consolidated Circular No. 1 which is reproduced below :—

“The attention of Government of India having been directed to the diversity of procedure followed in different provinces in regard to the communication to subordinate officers in civil employ of unfavourable remarks made by their superiors in annual or other reports of a periodical nature, the Governor-General in Council has, with the approval of the Secretary of State, laid down the following general principles to which effect to be given in all departments in all provinces :—

- (a) when report is build up on the individual opinions as noted of different departmental superiors in gradation it is only the opinion as accepted by the highest authority which need be considered from the point of communication;
- (b) an officer should not at any time be kept ignorant of reporting officer's opinion where his service is not considered satisfactory; criticism should be communicated

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promptly and should indicate in suitable language the nature of the defects in question ;

- (c) the practice of discriminating between a remediable and irreparable defects should be abandoned as far as practicable, except that a certain degree of discretion should be regarded as permissible in communicating reported defects of an irreparable nature. For instance, it might do more harm than good to inform an officer year after year that his brains are below average or that he is unduly sensitive ;
- (d) the reporting officer should specifically state whether the defects reported have already been brought in any other communication to the notice of the officer concerned;
- (e) remarks in cases in which the Government or head of a department or other officer suspends judgement should not be communicated ;
- (f) great attention should be paid to the manner, method of communication in order to ensure that the advice given or the warning or censure administered, whether orally or in writing, shall having regard to the temperament of the officer concerned, be most beneficial to him; and
- (g) any remarks on an officer's report which show that he has taken steps to remedy defects to which his attention has been drawn in a previous year, should be communicated to him, so that he may know that his efforts to improve have not passed unnoticed.

No. 2679-G/1/59/8249, dated 15th July, 1959.

The above instructions should continue to be followed with the modification that adverse remarks in all cases should be communicated. Further the existing practice of conveying only adverse remarks is rather discouraging and leaves the officer concerned guessing as to the general total purport of his report. To avoid anxiety on this amount Government have also decided to let the officer know briefly (in a sentence or part-sentence) the general total impression of his report. For example, it could be said, 'while your work has assessed as of a good standard of efficiency and competence, it has been pointed that you tend to delay cases; or though your work is generally assessed as out satisfactory during the year, you show a communal tendency which is brought to your notice for correction'; or 'while you are a hard working officer, you sometimes lose your temper in dealings with the public'.

Explanatory Notes.—

- (i) It is not the intention that even those adverse remarks which have been washed out by the remarks of some superior authority including Minister should be conveyed. The correct position is that only the adverse remarks recorded or endorsed by the Highest authority reporting on an officer should be communicated. Where, however, an adverse remark has not been specifically denied by a higher authority, it should be conveyed. It is however open to that authority to decide that any adverse remarks need not be communicated. Where it is so decided, a specific order to this effect should be recorded. The criterion for such a decision should be based on paragraph 7 (c) of Punjab Government Consolidated Circular No. 1 reproduced above.

- (ii) The reporting officer, while mentioning any defects in the report, should as far as possible also give indication of what efforts have been made by way of guidance, admonition, etc., to get the defects removed and with what results.

No. 5515-ASI-61/25297, dated 11th July, 1961.

- (iii) It has been noticed that instructions that adverse remarks in all cases should be communicated to the officer are not being strictly observed with the result that officers are deprived of the right of representation. It has, therefore, been decided that all departments should make it a regular form of routine discipline and procedure to invariably convey adverse remarks to the officer concerned. All competent authorities should make an occasional check of confidential reports entrusted to their custody in order to ensure that adverse remarks are in fact conveyed to the officers concerned. No notice should be taken in future of adverse remarks if they have not been conveyed. Where a competent authority does not convey adverse remarks to the officer concerned, the omission will be treated as discriminatory action on its part and due notice will be taken of it. In regard to past entries in the personal files, any adverse remarks that have not been conveyed or shown, except those not conveyed or shown when Government's practice of conveying adverse remarks was not as strict as it is now, shall also not be taken into consideration.

No. 59-ASI-62/5649, dated 17th February, 1962.

Although it was provided in Punjab Government circular letter No. 9026-G-51/16544, dated the 4th December, 1951, that an officer should not be kept in the dark about reporting officer's opinion where his service was not considered satisfactory and that criticism should be communicated promptly, yet all Departments do not invariably convey adverse remarks to the officers concerned. Fresh instructions were issued in Punjab Government letter No. 3916-GI-57/9867, dated the 15th June, 1957, that all adverse remarks should be conveyed. The practice of conveying adverse remarks can, therefore, be said to have become strict only on receipt of the letter dated the 5th June, 1957. The uncommunicated adverse remarks relating to the previous period, however, need not be communicated now.

No. 10935-G-52/35352, dated 21st December, 1952.

- (iv) The highest reporting authority should be consulted at the time of communication of any adverse remarks if at the time of writing the report his views were not by any change recorded therein.

No. 1485-ASI-GI/7762, dated 1st March, 1961.

- (v) Except to the extent indicated above, confidential reports are not to be communicated or shown to the officer concerned.

No. 8965-ASI-64/35707, dated 16th November, 1964.

- (vi) While communicating the adverse remarks to the Government servants the identity of the superior officer making such remarks should not normally be disclosed. If however, in a particular case, it is considered necessary to disclose the identity of

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the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated.

No. 703-G1-58/8250, dated 7th April, 1958.

No. 2356-G-55/18471, dated 31st March, 1955,

No. 15172-G-55 dated the 22nd December, 1955.

11. *Representations against adverse remarks.*—Government have noticed a strong tendency among official/ officials at all levels not to take adverse remarks in the spirit in which they are intended and as part of the normal incidents of a whole career of service but to indulge in all kinds of pressure to get such remarks expunged. Such tendency produces ill-effects in regard to the recording of remarks, without fear or favour, by reporting officers and such practice must be strictly and firmly discouraged and eliminated, if possible. It is often forgotten that the primary purpose of maintaining a record of annual remarks in regard to an officer's work is to accumulate over a period of years a varied assessment regarding the performance, character, ability and integrity of the officer in discharging the responsibilities to which he is called. This record is meant to enable Government to assess the total worth of an individual officer with a view to utilising him in the best way possible for the public service. Primarily, therefore, the record of an officer is a document internal to Government to be utilised for 'promotions' postings, transfers, encouragement caution, etc. This main purpose of the record must, therefore, be born in mind, namely, that it is a cumulative assessment of an officer's worth to be utilised for Government purposes and for public ends and it is only identity a means of bringing to the officer's notice defects which he should consciously endeavour to remedy. Ordinarily, therefore, departments should not enter into any controversy with officers in the matter of adverse remark communicated to them on the basis of their confidential reports. Occasionally, however cases arise where the adverse remarks are not made bonafide, or the based on a patent error of fact. An examination of the representations is, therefore, called for, and these should not be turned down automatically. Where the preliminary examination of the representation does not prima facie establish that the adverse remarks are mala fide or based on a patent error of fact, there should be no hesitation in disposing of the representation on the basis of the general policy referred to above. Where, however, it appears prima facie that the remarks are not bona fide or that these are based on a clear error of fact, the representation should be examined on merits. If as a result, it is found that the adverse remarks were not justified after obtaining the order of the highest administrative authority, a note should be recorded on the confidential report expunging the remarks and the officer concerned should be informed of the action taken. The reporting officer may also be informed and suitably warned where mala fide intent is indicated. Recourse to expunction of remarks may be had only in cases of exceptional character after observing the procedure laid down above. There may also be border line cases in which there may be some substance in the adverse remarks conveyed to the officer and also some justification for the representation made by the officer against the adverse remarks. In such cases, the proper course to adopt would be to place the representation on the personal file after obtaining the orders of the highest administrative authority.

No. 8965-ASI-64/35707, dated 16th November. 1964.

Explanatory Notes.—

(i) Before passing final orders on a representation against adverse remarks, the comments of the reporting authorities should invariably be obtained.

(ii) If a representation is made by any officer against the remarks communicated to such representation should be brought to the notice of the highest administrative authority and his order should be obtained. It would be very undesirable that an officer against whose adverse remarks, representations are submitted should himself dispose of such representations.

No. 12241-GI-58/1860, dated 21st January, 1959.

The intention is that both for purposes of rejection and acceptance of representations against adverse remarks, there should be one authority and it should be the highest administrative authority.

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 departments concerned for particular officer, whichever is higher. If such authority is himself the authority whose adverse remarks are communicated, the term 'highest administrative authority' should mean the next higher authority.

No. 59-ASI-62/4649, dated 17th February, 1962.

For members of the All India Services serving under the Punjab Government, the highest administrative authority should mean the State Government.

No. 5515-ASI-61/25227, dated 11th July, 1961.

12. *Time limit for filing representation against the adverse remarks and the authority to whom the representations are to be addressed.*—(i) As stated above, Government do not encourage representation against adverse remarks. But if a representation is made, it should not be entertained unless it is received within three months from the date of the letter communicating adverse remarks to the officer/official concerned. Government wish to make it clear that this time-limit should be followed rigidly and that time-barred representation, should be rejected. It is dangerous to allow officers to go on putting up, representation, whenever they think the situation is favourable to them, and *post facto* attempts to clean up personal files must be resisted.

(ii) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks. Remarks recorded in the Annual Confidential Reports against which representation has not been filled within the prescribed period or, if so filled, has been rejected, should not be expunged in spite of the fact that at some later date a succeeding authority has a different view. The succeeding Minister or officer may record his own remarks and get the same also placed on the personal file of the employee reported upon where he has a different view in regard to the remarks in the Confidential Report recorded by a previous Minister/Officer.

No. 387I-S.II (5J-68/14567, dated 24th May, 1968

Explanatory Note.—

In the case of officers posted in Lahaul and Spiti on account of difficult communications the time-limit for submitting representations against adverse remarks will be eight months.

No. 279-ASI-63/4655, dated 2nd February, 1963.

13. *Future of documents/communications which need be placed on personal files.*—
(i) Besides the confidential report on the work and conduct of an officer, copies of documents/

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communications specified below should also be placed on the personal files—

- (a) all orders imposing any of the penalties prescribed under Rule 4 of the Punjab Civil Service (Punishment and Appeal) Rules, 1952 [now rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970] or rule 3 of the All India Services (Discipline and Appeal) Rules, 1954, as amended from time to time ;
- (b) all communications conveying adverse remarks ;
- (c) those letters of appreciation which deal with the outstanding nature of performance of an officer on an overall assessment on his work and conduct during the year in the light of the remarks recorded in his confidential reports;
- (d) a copy of the orders granting advance increments.

No. 8965-ASI-64/35707, dated 16th January, 1964.

- (ii) As regards warnings which are not the direct outcome of annual confidential reports (excepting those emanating from Government), these shall not be placed on the personal files without the previous approval of the ‘appointing authority’.
- (iii) In regard to other communications of the nature of advice or conveying displeasure of Government, orders of the competent authority whether or not a copy should be placed in the personal file should be obtained in each individual case. “Competent authority” referred to above will be:—
 - (a) Government in cases where advice given to a Government servant is from Government or the displeasure of Government is conveyed or Government is the authority competent to impose the punishment of censure ; and
 - (b) the authority competent to hear appeals from an order imposing the punishment of censure, in other cases, except when the advice given is that of a higher authority in which case such higher authority should be the “competent authority”.

No. 279-ASI-63/4655, dated 2nd February. 1963.

- (iv) Whenever an officer has attended an approved course of study or training in India or abroad—
 - (a) the fact of his having done so should be entered in his character roll;
 - (b) the report received from the head of the institution of the aforesaid study or training should either place in original with the character roll or the substance of it entered therein ;
 - (c) an entry about the report submitted by the officer on his work should also find mention in the character roll if it is outstandingly good, or is of poor quality indicating that the officer had not made good use of his period of study or training.

Explanatory Note.—Approved courses of training may be defined to include courses sponsored by the Government or in which the cost or part of the cost is borne by Government as also courses attended with the permission of Government or for which Government grant study leave. In respect of some of these courses it may not be possible or necessary to obtain reports which could be incorporated in the character rolls. For instance there are part-time courses and refresher courses where an assessment of the candidate is not made. In such cases, however, entry in the character roll of the fact of the officer having attended the course would nevertheless be useful in giving a more complete picture of the officer's experience and accomplishments.

No. 1485-ASI-61/7762, dated 1st March, 1961.

Explanatory Notes.—

(i) As a result of delays detected by the Assessment Units, the officials responsible for delays are sometimes warned and in certain cases the Chief Secretary decides that a copy of the warning be placed on the personal file of the official concerned. In such cases it is not necessary to obtain the orders of the competent authority as defined in this paragraph for placing a copy of the warning on the personal file. The Chief Secretary will be the competent authority for this purpose.

No. 126-ASI-64/2377, dated 17th January, 1964

(ii) It is the responsibility of the authorities maintaining the personal files to ensure that all documents required under the instructions of the Government to be placed on the personal files, are placed thereon.

No. 126-ASI-64/2377, dated 17th January, 1964.

(iii) The term 'personal file' means in this context the collection of periodical or annual confidential reports on the work and conduct of a Government employee and copies of orders of punishment and appreciation letters, etc., that may, in accordance with the foregoing instructions form a part of this collection.

No. 5929-G (C)-56/21125, dated 30th May, 1956.

14. Documents which are not to be placed on personal files.—The personal files should not be burdened with copies of personal letters or certificates issued by superior officers to their subordinates or letters of commendation issued by Government in recognition of any special help that might have been rendered by the officer on a particular occasion, e.g., a local exhibition, visit of a V.I.P., etc.

Letters of appreciation issued by various authorities or persons on any major event of work done or special contribution made by the officer towards the implementation of a particular scheme or successful conclusion of special campaign will not, therefore, be placed on personal files.

No. 1485-ASI-61/7762, dated 1st March, 1961.

Explanatory Note.—Enquiry reports of the Vigilance Department sometimes contain mention of unsubstantiated allegations. In any case these are in the nature of investigations, such enquiry reports shall not be placed on the personal files.

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 3916-IG-57/9867, dated 5th June, 1957.

15. *Procedure to be followed where a Reporting Authority is related to the officer to be reported on.—*

(i) When the reporting officer is the first reporting authority, he should be competent to record his remarks, but, while doing so, he should clearly mention that he is related to the officer reported on and bring out the exact nature of relationship.

(ii) When the reporting officer is not the original reporting authority he need not normally write any remarks. If, however, he feels that for some reasons he must enter some remarks, he should, while doing so, act as under (i) above ;

No. 5445-GI-58/15872, dated 26th May, 1958.

16. *Soliciting of remarks to be discouraged.—*Government have noticed an undesirable tendency among officers/ officials to approach the higher authorities for getting remarks out of the way on their personal files. The confidential remarks on the work of Government servant are recorded by the competent authority in the total course with due. The officers/officials should, on no account, solicit for remarks in personal files whether from Ministers or their superiors.

No. 6257-GI-59/1587, dated 13th January. 1960.

17. *Custody of personal files and authorities competent to convey adverse remarks in Confidential Reports.—*In regard to the general question as to which authorities should be competent to receive and convey confidential reports and maintain personal files (character rolls) of different categories of Government servants it is considered that in principle, all this work should normally be the responsibility of the “appointing authority”. However, in view of practical difficulties involved, this does not appear to be feasible in all cases. Therefore, without prejudice to the right of the appointing authority to issue any special instructions to meet administrative exigencies, it has been decided to lay down the following procedure:—

- (i) The personal files of all officers of the I.C.S./I.A.S. and the P.C.S. (Executive Branch) and non I.C.S./P.C.S. (Executive Branch). Administrative Secretaries will remain with the Chief Secretary except that the personal file of the General Manager and Secretary, Bhakhra Dam, will continue to be maintained by the Secretary, Irrigation and Power.
- (ii) The personal files of Additional Secretaries/Joint Secretaries/Heads of Departments, who are not members of the I.C.S./I.A.S./P.C.S. (Executive Branch), will remain in the custody of their Administrative Secretaries.
- (iii) The personal files of all Class I and Class II Officers, except those covered by (i) and (ii) above, will remain with their Heads of Departments.
- (iv) The personal files of non-gazetted staff will remain in the custody of their Heads of Departments/Heads of Offices according to the existing practice, which may be modified, if circumstances so warrant, at the discretion of the Head of Department concerned.

The authorities mentioned at (i) to (iv) above will receive confidential reports and convey

adverse remarks contained therein in respect of the Government servants whose personal files are maintained by them

To facilitate the assessing of an officer's worth, on the basis of his personal file, the good and bad remarks should be lined with red and blue pencils respectively which are put up in the personal files in cases of promotion, disciplinary action, pension etc.

No. 1648-G-56/18571, dated 14th March, 1956.

18. *Index to Personal Files.*—Government observe that very often annual confidential reports are not written promptly by the recording authorities, not is due importance attached to the proper maintenance of personal files, which are a valuable service record of Government servants. To remedy this state of affairs, it has been decided that an index in the attached *pro forma* (Annexure A) should form part of each personal file and entries therein completed before any new documents are filed. To ensure proper upkeep of personal files, it would also be desirable that the appointing authorities/ Heads of Departments/Heads of Offices have the personal files in their own custody and those in the custody of their subordinate offices inspected by a responsible officer once every year between the months of July and September.

No. 6257-GI-59/1587, dated 13th January, 1960.

Explanatory Note.—Where the personal file is in the shape of a bound register, it is not necessary to prepare an index to it.

No. 1485-ASI-61/1762, dated 1st March, 1961.

19. *Summary of Personal Files.* —Government have decided that a summary in the attached *pro forma* (Annexure B) should form part of each personal file to facilitate the judging of relative merits of officers by the competent authorities making appointments, promotions, etc. To facilitate this task the grading should be done by the reporting officers. A column for 'overall assessment' should be prepared in the form so that the years' work is assessed and graded in the recognised categories namely 'A plus' (outstanding); 'A' very good 'B plus' (good); 'B' (Average) and 'C' (Below average)'.

No. 59-ASI-62/5649, dated 17th February, 1962.

20. I am to urge again that the officers recording confidential reports should realise the value and the importance of such reports in marking or adversely affecting the careers of officers reported upon. While superior officers have the fullest freedom and the right to record their opinion about the work and conduct of their subordinates, in doing so they should be guided solely by considerations of merits, justice and fair play. No personal considerations, approaches or sifarish of any kind should be allowed to supervene and their conscience alone should be their guide in this matter.

No. 126-ASI-64/2377, dated 17th January, 1964.

21. I am to request that these instructions should be strictly followed.

ANNEXURE 'A'

DEPARTMENT OF _____

**Index to Annual Confidential Report and other Documents placed in the Personal File
(Character Roll) of _____**

Serial No.	Date on which placed on personal file	Nature of document placed showing period to which it relates	Page Nos. of the documents filed	Signature, date and designation of attesting authority. of the entry	Remarks
1	2	3	4	5	6

- N.B.—
- (1) The Index form should be printed on both sides of a thick coloured folder.
 - (2) Each Index Sheet should have a printed Serial No. embossed in print in the right hand top corner.
 - (3) Printed Index Sheets are available from the Controller Printing and Stationery, Punjab, Chandigarh.
 - (4) Proper account of Index Sheet should be maintained by each office.

ANNEXURE 'B'

- (1) Name of the Officer with an indication of the service to which he belongs.
- (2) Date of entry into the service.

Period covered by the report	Post(s) held	Name(s) with designation(s) of the reporting officer (s)	Whether the report is, on the whole, outstanding, very good, good, satisfactory or poor			Reference to pages	Remarks
			Outstanding/ Very good/ Good	Satisfactory/ Fair	poor		
1	2	3	4			5	6
			(a)	(b)	(c)		

मुख्य सचिव, हरियाणा सरकार की ओर से

हरियाणा के सभी वित्तायुक्त, हरियाणा के सभी प्रशासकीय सचिव। सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल तथा सभी उपायुक्त, हरियाणा। रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश को प्रतिलिपि क्रमांक 1624-3 एस. - 71, 1570 दिनांक 31 मार्च, 1971 की प्रतिलिपि।

विषय :- गोपनीय रिपोर्ट प्रशंसा पत्र जारी करना ।

हरियाणा के सभी वित्तायुक्त तथा प्रशासकीय सचिव, कृपया उपर्युक्त विषय पर पूर्व पंजाब सरकार द्वारा जारी किए गए अनुदेशों की ओर ध्यान देंगे। जोकि परिपत्र क्रमांक 2334 एम. एम. 1-60/15708, दिनांक 3 मई, 1960 (समय-समय पर यथा संशोधित) में निहित है।

2. यह देखा गया है कि इन अनुदेशों का विभिन्न विभागों द्वारा समान रूप से प्रयोग नहीं किया जा रहा और कुछ ऐसे उदाहरण हुए हैं जिनमें अधिकारियों को प्रशंसा पत्र जारी करने के सम्बन्ध में समान प्रकार के तथ्यों तथा विचारों के होने पर भी उन पर अलग-अलग निर्णय लिए गए हैं जो यह प्रत्यक्ष तौर पर अभिष्ट नहीं है और इसलिए सरकार ने इस मामले में समानता रखने के लिए यह निर्णय लिया है कि भविष्य में प्रथम श्रेणी के अधिकारियों के ऐसे सभी मामले, मुख्य सचिव, (सेवाएं शाखा में) द्वारा मुख्य मन्त्री को आदेशार्थ भेजे जाएं। इस सम्बन्ध में कृपया सभी विभाग तदानुसार कार्यवाही करें।

3. कृपया इसकी पावती भेजें।

हस्ता / -

उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

Copy of Punjab Government Circular letter No. 3482-ASI-25298, dated 11th July, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject : Relationship between the Commissioner/Deputy Commissioners and Divisional Officers/ District Officers in Divisions/Districts.

I am directed to refer to the instructions contained in Punjab Government Circular Letter No. 14102-GI-57/22998, dated the 15th November, 1957, No. 9180-GIII-59/22659, dated the 20th November, 1959 and No. 10542-GIII-59-26741, dated the 17th December, 1959, on this subject.

It has been laid down in paragraph 10 of Punjab Government circular letter No. 2334-ASI-61/15708, dated the 3rd May, 1960 regarding confidential reports that adverse remarks in all cases should be communicated. It has further been amplified in explanatory note (i) under this paragraph that only the adverse remarks recorded or endorsed by the highest authority reporting on an officer, should be communicated. In the Ordinary department hierarchy it is easy to determine who is the highest authority reporting on an officer, but it is difficult to do so where the Deputy Commissioner and the Commissioner are the Additional reporting Authorities on Divisional/District level department officers. A question has arisen as to what weight should be attached to the remarks recorded by the Deputy Commissioners/ Commissioners vis-a-vis those recorded the departmental report authorities. After careful consideration, Government have decided that where an adverse remark has been recorded by the Deputy Commissioner/Commissioner, it should invariably be conveyed even though the departmental reporting authorities have disagreed with it. Where, however, the Commissioner disagrees with the Deputy Commissioner, the Deputy Commissioner's remarks need not be conveyed.

Copy of Punjab Government Circular letter No. 472-ASI-64/11586, dated 9th April, 1964 from the Chief Secretary to Government Punjab to all Heads of Departments etc. etc.

Subject :—Confidential reports—issue of letters of appreciation.

I am directed to invite a reference to the Punjab Government letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, on the above mentioned subject and to state that in para 9 thereof it was specifically mentioned that letters of appreciation should not be issued indiscriminately but only in really deserving cases, in order to encourage good work on an overall assessment of the officer's whole work during the reporting period. The intention behind this really was to ensure that commendatory letters are based on a record of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry. Since commendations lose much of their value if they are given too easily, it is essential that the greatest care is taken to limit the number of such letters and to grant them only in really deserving cases.

2. Instances have however, come to the notice of the Government where these instructions have not been followed in the spirit in which they were issued, with the result that recommendations for letters of appreciation were made only in a routine manner and not after full and proper consideration of the merits of the work done. And of the late such recommendations have been found to have been made too frequently, which had even led to an unhealthy tendency among officers to go a begging for such letters.

3. It has, therefore, been considered that the standing instructions on the subject should be brought to the pointed notice of all concerned so that these may be observed carefully.

In order to further ensure that such recommendations come up after thorough consideration Government desire that for any good case for acceptance :—

(a) at least two authorities, when there are two or more such competent authorities, should make the recommendation in clear terms ; and

(b) the work proposed for commendation should be clearly indicated.

4. It is requested that these instructions may be brought to the notice of all the reporting authorities under your control, for careful compliance. The necessary addition to paragraph 9 of the Circular letter referred to above is also being made.

5. The receipt of this letter may please be acknowledged.

Copy of Punjab Government Circular Letter No. 5582-ASI-64/24104, dated 15th July, 1964, from the Chief Secretary to Government, Punjab, to all Head of Departments etc.

***Subject* : —Relationship between the Commissioners and Divisional Officers in Divisions.**

I am directed to invite a reference to the instructions contained in the Punjab Government Letter No. 10542-GIII-59/ 26741, dated the 17th December, 1959, on the subject noted above, wherein it has been provided, *inter-alia*, that Commissioner of Divisions will record remarks on all the Divisional Officers of the Various Departments with regard to—

- (i) reputation of honesty
- (ii) relationship with public ; and
- (iii) implementation of development schemes and policy of the Government.

2. In this connection, it has been brought to the notice of the Divisional officers of the various Departments often do not pay even a courtesy call on the Commissioners, with the result that most of these officers are not likely to be known personally to the Commissioners who are consequently not able to express proper opinion about them.

I am, therefore, in the interests of the Administration, as well as of the individual Officers themselves, to request that the Divisional Officers of your Department may be directed to see the commissioners of their Divisions as and when they find it feasible and convenient, but at least once in six months.

Copy of Punjab Government Circular letter No. 3270-ASI-65/11454 dated 3rd April, 1965, from the Chief Secretary to Government, Punjab to all Heads of Department etc., etc.

Subject:—Confidential Reports—issue of appreciation letters.

I am directed to invite a reference to the Punjab Government letter No. 472-ASI-64/11586, dated the 3rd/9th April, 1964, on the subject noted above wherein it was decided that before a letter of appreciation could be issued to an officer on the basis of his confidential report, the following conditions should be fulfilled—

- (a) at least two authorities, when there are two or more such competent authorities, should make the recommendation in clear terms ; and
- (b) the work proposed for commendation should be clearly indicated.

The State Government has, from time to time, been receiving references from the various departments seeking clarification on certain points. The matter has, therefore, been considered further and I am to offer the following clarifications in this behalf—

- (i) Where there is only one reporting authority and it recommends clearly the issue of an appreciation letter and also indicates the work proposed for commendation, an appreciation letter may be issued in such cases ;
- (ii) In cases where the first reporting authority recommends an appreciation letter in clear terms indicating the work proposed for commendation and the second authority simply endorses it by saying ‘I agree’ an appreciation letter may be issued as the words ‘I agree’ amount to endorsing the recommendation of the first reporting authority notwithstanding the fact that the second reporting authority did not clearly say in so many words that an appreciation letter may be issued ;
- (iii) Where two reporting authorities recommended the issue of an appreciation letter and the highest authority does not contradict that recommendation but records the words “Seen” or “No remarks” or simply appends his signature, an appreciation letter may be issued. Where, however, the final authority controverts the recommendation of the lower authority no letter of appreciation should be issued ;
- (iv) Where the two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes the recommendation for such a letter in clear terms a letter of appreciation should not be issued straightaway. In such cases a reference to the two lower reporting authorities, where there are two or more such authorities should be made asking for their views on the issue of a letter of appreciation. A letter of appreciation should be issued only if at least one of the lower reporting authorities is also of the view that an appreciation letter should be issued.

2. I am to request that these instructions may be brought to the notice of all reporting authorities under your control for careful compliance.

The receipt of this letter may be acknowledged.

Copy of letter No. 7814-ASI-65/27821, dated 10th August, 1965 from the Chief Secretary to Government, Punjab to all Heads of Department, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges and the Sub-Divisional Officers (Civil) and the Registrar, Punjab High Court.

Subject:— Writing of Confidential Reports on Class IV Government Employees.

I am directed to say that the question regarding the maintenance of Confidential personal files on the work of Class IV Govt, employees in the State has been engaging the attention of Govt, for some time past. At present no confidential reports are recording on the work of Class IV employees with the result that there is no satisfactory system for the propose of judging the relative merit of these employees at the time of their promotion etc. It has been considered that the maintenance of regular confidential personal files of this Class of Govt, employees would prove a useful record which may be utilized for purpose of promotion and confirmation as well as for purposes of general discipline. In view of these considerations, it has been decided that annual confidential reports should hereafter be written in the State and their personal files be maintained as in the case of other Classes of Govt, employees. A simple form of confidential report which may be used in this connection is enclosed.

2. The receipt of this letter may please be acknowledged.

Confidential Report on the work and conduct of Class IV staff for the year_____

1. Name
2. Post held
3. Date of birth
4. Scale of pay
5. Educational Qualification
6. Branch to which/ Office to whom attached
7. Can he read and write Punjabi/Hindi/ English
8. Observation
 - (i) Intelligence
 - (ii) Amenability to discipline
 - (iii) Honesty and Integrity
 - (iv) Punctuality
 - (v) Devotion to duty
9. Is he fit for promotion to the grade of Jamadar/Daftry/ Record Lifter etc.
10. Are you prepared to retain him under you ?
11. Any other remarks.

Remarks of Reporting Officer.

No. 10250-ASI-65/40176

From

Sardar Gyan Singh Kahlon, ICS
Chief Secretary to Government, Punjab

To

All Heads of Departments, Commissioners, of Divisions, Deputy Commissioners,
District and Sessions Judges, Sub-Divisional Officers (Civil) in the Punjab and
the Registrar, High Court, Punjab.

Dated Chandigarh, the 15th December, 1965.

Subject : Confidential Reports time limit for making representations against adverse remarks.

Sir,

I am directed to invite a reference to paragraph 12 of the Punjab Government Instructions contained in Circular Letter No. 2334-ASI, 60/15708, dated the 3rd May, 1960 as amended' — vide Punjab Government Letter No. 5515-ASI-61/25297, dated the 11th July, 1961 which reads as follows -

“Time limit for filling representation against the adverse remarks and the authorities to whom the representations are to be addressed.

- (i) As stated above, Government do not encourage representations against adverse remarks. But if a representation is made, it should not be entertained unless it is received within three months from the date of the letter communicating adverse remarks to the officer/official concerned. Government wish to make it clear this time, limit should be followed rigidly and that time-barred representations should be rejected. It is dangerous to allow officers to go on putting up representations whenever they think the situation is favourable to them and post facts attempts to clean up personal files must be resisted.
- (ii) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks”.

As it clear from the above mentioned instructions, the limit of three months for making representation against adverse remarks is required to be followed strictly. Accordingly if an officer wants to represent against adverse remarks, he must do so within this prescribed time limit and time barred representations should be rejected straightway.

2. Instance have, however, come to the notice of Government where certain officers, who wanted to represent against adverse remarks, could not do so because they were unable to lay hand on the relevant record in order to prepare their representations. The matter had been considered by Government and it has been felt that in such cases the officer/official concerned should promptly intimate to the authority conveying the adverse remarks that he would be making a detailed representation after examining the relevant record. As far as possible, the detailed representation should be sent within the prescribed time limit of three months; but where this is not practicable owing to the circumstances beyond an officer's control and the authority dealing with the

representation is satisfied about it, the representation may be entertained and dealt with as if it had been received within the prescribed time limit of three months.

3. I am to request that these instructions may be brought to the notice of all concerned for information and compliance.

Yours faithfully

P.H. VAISHNAY

Deputy Secretary Administration & Political,
for Chief Secretary to Government., Punjab.

Copy of circular letter No. 3498 -ASI / 66 dated 2nd April, 1966 from the Chief Secretary to Government, Punjab to the All Heads of Department etc., etc.

Subject : Confidential Reports — Consolidated Instructions regarding IInd amendment of 1963 — Overall assessment.

I am directed to invite a reference to paragraph 3 of the Punjab Government letter No. 126-ASI-64/2377, dated the 17th January, 1964 in which the following addition was made at the end of paragraph 10 of the consolidated instructions contained in Punjab Government Circular No. 2334-ASI-60/15108, dated 3rd May, 1960 —

“To facilitate this task grading should be done by the reporting officers. A column for overall assessment should be provided in the form so that the year’s work is assessed and graded in the recognised categories namely ‘A Plus’ (outstanding, ‘A’ (very good), ‘B’ plus (good), ‘B’ (Average) and ‘C’ (below average)”.

It has come to the notice of the Government that column for overall assessment has not been provided by some of the Departments in their confidential report forms with the result that the overall assessment of the officers is not indicated by the reporting authorities at the time of recording annual confidential reports. It has further been noticed that even where this column for overall assessment has been provided in the report forms, the reporting authorities do not indicate the overall assessment of the officers reported upon. This necessitates the return of confidential reports to the reporting authorities for indicating the overall assessment. As a result the confidential reports are delayed considerably and various matters, which has to be decided on the basis of those confidential reports have also to be kept pending. In order to avoid such eventualities, I am to request that the column for overall assessment should be provided in the form of confidential reports where it has already been provided and the grading of an officers should be indicated in the said column invariably.

2. I am to request that these instructions be brought to the notice of all concerned for information and strict compliance .

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 2180-4GSI-66

From

Chief Secretary to Government, Punjab

To

All Heads of Departments , the Registrar, Punjab High Court,
Commissioner of Divisions, District and Sessions Judges,
Deputy Commissioners and Sub-Divisional Officers (Civil) in the Punjab.

Dated Chandigarh, the 10th May, 1966.

Sir,

I am directed to refer to Punjab Government letter No. 9369-G-51/81, dated the 12th February, 1952, which lays down the instructions for the sub-mission and receipt of memorials and petitions from persons who are, or have been in the Civil Service of the Punjab State, Under Para 2.1 of these instructions a Govt. employee is competent to file a memorial to the Governor in respect of matters arising out of such employment. The question whether a memorial against adverse remarks in the confidential report of Govt. employees is admissible or not has been considered at the length and it has now been decided that no memorial lies against adverse remarks communicated to the employee on basis of his confidential report. Accordingly para 2.1 of the memorial instructions may be amended to read as follows:-

These instructions that apply to memorials addressed to the Governor of Punjab or the State Govt. by persons who are, or have been in Civil Service of the Punjab State in respect of matters arising out of such employment, or in respect of the termination of such employment and who are or were subject to the rule making power of the Governor, However, these instructions will not apply to representations made against adverse remarks communicated on this basis of annual confidential reports.

Yours Faithfully

Sd/-

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

A copy forwarded to the Financial Commissioners, Punjab and the Administrative Secretaries to Government, Punjab for information and necessary action.

Copy Office memo, 51/2/67 Estts. (A), dated the 8th August, 1967 from the Under Secretary to the Government of India, Ministry of Home Affairs, New Delhi to all Ministries/ Departments etc. of the Government of India.

OFFICE MEMORANDUM

Subject : Maintenance of Confidential rolls.

The Undersigned is directed to state that certain doubts have been raised as to the authority who should maintain the confidential rolls of the Central Government Officers who are deputed to other Departments /State Governments, or are on foreign service, and what should be the periodicity of the rendition of these reports.

It is hereby clarified that the parent department of the Government servant should maintain the character rolls of such officers and the periodicity of the rendition of confidential reports should conform to the periodicity adopted in his parent department. It will be the responsibility of the parent department to obtain the reports of their officers on deputation and maintain them.

In so far as the personnel serving in the India Audit and Accounts Department are concerned these instructions have been issued after consultation with the C. & A. G.

Copy to the Letter No. 51/2/67-Estts. (1), dated the 18th August, 1967 from the Under Secretary to the Government of India, Ministry of Home Affairs, to the chief Secretaries to all State Governments and Union Territories.

I am directed to enclose for the information and guidance of the State Government a copy of the Ministry of home Affairs office Memo No. 51/2/67-Estts. (A) dated the August, 1967.

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 2107-3S-67/19007

From

The Chief Secretary to Government, Haryana.

To

All Heads of Department Commissioner, Ambala Division, Deputy Commissioners, District and Sessions Judges and the Sub-Divisional Officers (Civil) in the State of Haryana and the Registrar, High Court of Punjab and Haryana.

Dated, Chandigarh, the 4th October, 1967.

Subject:– Confidential Reports.

Sir,

I am directed to invite attention to para 17 of the Pre-reorganisation Punjab Government Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, regarding the custody of personal files etc., and to state that it has come to the notice of Government that some of the Heads of Departments, on relinquishing charge as a result of transfer etc., leave the Personal files in their custody with their personal staff instead of handing over the same to their successors of the other appropriate authority. Such a practice results into leakage of the confidential reports and is not desirable. I am, therefore, to request that the Personal files in the custody of the Heads of Departments should be duly passed on to the appropriate authority at the time of relinquishing charge of the post.

2. Government have also observed that the practice in some of the Departments is to record the reports on the work conduct of their employees in respect of the calendar year whereas in other Departments such reports are written for the financial year. For the sake of uniformity, it has been decided that all the reports on the work and conduct of the officers/officials working under the Haryana Government should be written for the financial year and not for the calendar year.

3. I am to request that these instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

Deputy Secretary, Political and Services,
for Chief Secretary to Government, Haryana.

Copy forwarded, to the Financial Commissioner, Revenue, Haryana and all Administrative Secretaries to Government, Haryana for information and necessary action.

No. 5120-3S-67/

From

The Chief Secretary to Government, Haryana, Chandigarh

To

1. All Heads of Departments , the Commissioner, Ambala Division and all Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court and all District & Sessions Judges in Haryana.

Dated Chandigarh, the 1st December, 1967

Subject : Maintenance of Confidential Rolls

Sir,

I am directed to enclose a copy of the Government of India, Ministry of Home Affairs letter No. 51/2/67-Estts. (A), dated the 18th August, 1967, with that of its enclosure of your information and guidance.

2. The instructions contained in para 2 of the above mentioned enclosure should also be followed in the case of this State Government Officers who are deputed to other Departments/State Governments/Government of India or are on foreign service

.

Yours faithfully

Sd/-

Section Officer (Services)

for Chief Secretary to Government., Haryana.

A copy with a copy each of the enclosures is forwarded for information and guidance to :

- (i) The Financial Commissioner , Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 6718-3S-68/27185

CONFIDENTIAL

From

The Chief Secretary to Government, Haryana.

To

All Deputy Commissioners and
Superintendent of Police in Haryana.

Dated Chandigarh, the 24th October, 1968.

Subject:– Recording of annual confidential reports on the work of Superintendents of Police.

Sir,

I am directed to address you on the subject noted above and to say that the question as to the authorities who should record annual reports on the work of Superintendents of Police has recently been considered by Government in detail. In this connection it has been decided that in order inter alia to enable the District Magistrate effectively to discharge his responsibility in the matter of maintenance of law and order and to function as the representative of Government in the district, he should be authorised to record the annual confidential reports of gazetted police officers (Superintendents and Deputy Superintendents of Police) as indicated below. The procedure in this behalf will be that the District Magistrate will initiate the confidential report of the Superintendent of Police but his remarks will be confined to the following items :—

- (1) reputation for honesty;
- (2) dealings with the public ; and
- (3) over-all personality and efficiency in the matter of maintenance of law and order.

The report initiated by the District Magistrate will be received by the Commissioner and the DIG and will be finally accepted by a Committee consisting of the Chief Secretary, the Home Secretary and the Inspector General of Police.

2. As regards the Deputy Superintendent of Police, the procedure will be that the report will be initiated by the Superintendent of Police and will be sent to the District Magistrate. The latter will then forward it to the Deputy Inspector General with his remarks.

3. I am to request that the above instructions may kindly be noted for compliance in future.

Yours faithfully,

Sd/-

Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana

No. 6718-3S-68/27186, dated Chandigarh, the 24th October, 1968.

A copy forwarded for information to the Inspector General of Police, Haryana and Commissioner, Ambala Division and Deputy Inspector General of Police, Ambala Range and the Commissioner for the Home Affairs, Haryana and Secretary to Government, Haryana, Home Department, for information.

No. 6718-3S-68/27937

CONFIDENTIAL

From

The Chief Secretary to Government, Haryana.

To

All District Magistrates and Superintendents of Police in Haryana.

Dated Chandigarh, the 1st November, 1968.

Subject:- Recording of annual confidential reports on the work of Superintendents of Police and Deputy Superintendents of Police.

Sir,

I am directed to refer to Government letter No. 6718-3S-68/27185, dated the 24th October, 1968, on the subject noted above and to say that a question has been raised as to whether this letter supersedes to existing orders under which confidential reports on the work of the Superintendents of Police and recorded by the Deputy Inspector General of Police and submitted to the Inspector General of Police. In order to make the position clear, I am to say that these orders do not supersede the existing instructions on the subject.

2. The intention is that a separate report, in addition to the above, has to be initiated by the District Magistrate. This report should be forwarded to the Commissioner of the Division who will record his remarks on it, after consulting the Deputy Inspector General of Police, and send it to Government. These reports received from the Commissioner will then be reviewed by a Committee consisting of the Chief Secretary, the Home Secretary and the Inspector General of Police.

Yours faithfully,

Sd/-

Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

No. 6718-3S-68/27938, dated Chandigarh the 1st November, 1968.

A copy is forwarded, for information to the Inspector General of Police, Haryana, the Commissioner, Ambala Division; and the Deputy Inspector General of Police, Ambala Range the Commissioner for Home affairs and Secretary to Government, Haryana, Home Department, Chandigarh, for information.

Copy of D.O. No. 9/29/68-AIS (III) dated 24-12-68 from Shri R.D. Thapar Joint Secretary to Government of India, Ministry of Home Affairs, New Delhi to Shri Saroop Krishan, Chief Secretary to Government Haryana, Chandigarh.

Kindly refer to Shri T.C.K. Srinivasavaradan's D.O. letter No. 28/3/68-Poll. I (A), dated July 20, 1968 regarding the recommendations of the National Integration Council.

2. The Committee on Communal Aspects appointed by the National Integration Council had recommended that the District Magistrate and Supdt. of Police should be made personally responsible for prompt action to prevent or stop communal disturbances. They had further recommended that failure to take prompt and effective action should be considered as dereliction of duty and the officer concerned should be dealt with accordingly. The Committee felt that, if necessary, service rules should be amended. A related recommendation was that a system of suitable recognition of services rendered in preventing or dealing with communal disturbances should be introduced.

3. I am desired to request that the attention of all members of the I.A.S. and I.P.S. may be specifically invited to the recommendations of the National Integration Council, and it may be impressed upon them that any failure to take effective to deal with communal tensions and disturbances would be regarded by Government as a dereliction of duty entailing suitable disciplinary action.

4. Officer reporting on the work and conduct of executive District/Sub Divisional/City Magistrates etc. and Superintendents/ Assistant Superintendents of Police may also be suitably advised to take into account will be evaluation of their performances the effectiveness of otherwise of the officers working under their supervision in dealing with situations of this nature.

5. I shall be grateful if copies of the instructions issued in this behalf are endorsed to this Ministry for reporting to the Standing Committee of the National Integration Council on the progress of action taken on the recommendations of the National Integration Council.

CONFIDENTIAL

No. 6718-3S-68/1581

From

The Chief Secretary to Government, Haryana.

To

All District Magistrates & Superintendents of Police in Haryana.

Dated Chandigarh, 20th January, 1969.

***Subject:-* Recording of annual confidential reports on the work of Superintendents of Police and Deputy Superintendents of Police.**

Sir.

I am directed to invite a reference to Haryana Government letter No. 6718-3S-68/27185, dated the 24th October, 1968 and letter No. 6718-3S-68/27937, dated the 1st November, 1968, on the subject noted above, and to say that so far as reports on the work of Deputy Superintendents of Police are concerned the relevant instructions are contained in the former letter and the remarks of the District Magistrate are to be recorded on the report forwarded by the Superintendent of Police and not separately.

Yours faithfully,

Sd/-

Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forward for information, to the Inspector General of Police, Haryana; the Commissioner, Ambala Division; and the Deputy Inspector General of Police, Amabala Range; the Commissioner for Home affairs and Secretary to Government, Haryana Home Department, Chandigarh, for information.

क्रमांक 397-3 एस/169/6274

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

हरियाणा के सभी विभागाध्यक्ष, कमिश्नर, अम्बाला मण्डल और सभी उपायुक्त तथा उप-मण्डल अधिकारी।
दिनांक चण्डीगढ़ 4/7 अप्रैल, 1969

विषय :- जिला अधिकारियों के काम पर वार्षिक गोपनीय रिपोर्टें।

महोदय,

मुझे यह कहने का निर्देश हुआ है कि इस समय लागू अनुदेशों के अनुसार पुलिस अधीक्षक, उप-पुलिस अधीक्षक तथा अन्य विभागों के जिला अधिकारियों के काम पर वार्षिक गोपनीय रिपोर्टों में उप-आयुक्त इन अधिकारियों की निम्नलिखित विशेषताओं पर विचार प्रकट करने में सक्षम है :-

- (1) पुलिस अधीक्षक तथा उप-पुलिस अधीक्षक
 - (क) ईमानदारी के बारे में प्रतिष्ठता।
 - (ख) जनता से सम्पर्क।
 - (ग) समूचे तौर पर व्यक्तित्व, तथा विधि और व्यवस्था ठीक रखने में दक्षता।
- (2) अन्य विभागों के जिला अधिकारी
 - (क) ईमानदारी के बारे में प्रतिष्ठता।
 - (ख) जनता से सम्पर्क।
 - (ग) विकास योजनाओं तथा सरकार की नीति को पूरा करने का काम

सरकार ने अब निर्णय किया है कि भविष्य में उप-आयुक्त जिले के सभी राजपत्रित अधिकारियों (Gazetted Officers) के काम पर रिपोर्टों में विचार प्रकट करें, अर्थात् पुलिस अधिकारियों की ऊपर उप पैरा (1) में दी हुई विशेषताओं पर और अन्य अधिकारियों की ऊपर-उप-पैरा (2) में दी गई विशेषताओं पर रिपोर्ट लिखें। यह निर्णय आपके नोटिस में अनुपालन के लिये लाया जाता है।

भवदीय,

हस्ता / -

उप-सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति-

- (1) वित्तायुक्त, राजस्व, हरियाणा।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार।
- (3) मैम्बर सेल्ज टैक्स ट्रिब्यूनल, हरियाणा को सूचनार्थ भेजी जाती है।

क्रमांक 1910-3-एस० 69/18079

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

हरियाणा के सभी विभागाध्यक्ष,
आयुक्त अम्बाला मण्डल, तथा
सभी उपायुक्त और उप-मण्डल अधिकारी।

दिनांक चण्डीगढ़ 23 जूलाई, 1969

विषय : **वार्षिक गोपनीय रिपोर्ट-प्रतिकूल अभ्युक्तियाँ सूचित करना।**

महोदय,

मुझे ऊपर लिखे विषय की ओर ध्यान दिलाने और यह कहने का निदेश हुआ है कि संबंधित कर्मचारियों को वार्षिक गोपनीय रिपोर्टों की प्रतिकूल अभ्युक्तियाँ सूचित करने के बारे में एक बात स्पष्ट करना जरूरी हो गया है। ऐसे उदाहरण देखने में आए हैं, जहां प्रतिकूल अभ्युक्ति के प्रति प्रतिवेदन आने पर जब उन्हें अभ्युक्ति लिखने वाले अधिकारियों के पास टिप्पणी के लिए भेज दिया जाता गया है तो वे लिखते हैं कि अभ्युक्तियां प्रतिकूल नहीं थी बल्कि उपदेशक थी। इस विषय पर विचार किया गया है और यह स्पष्ट है कि इस तरह की स्थिति उचित नहीं और मानी नहीं जा सकती, कि कोई अभ्युक्ति प्रतिकूल न हो बल्कि उपदेशक हो। इस का कारण यह है कि उपदेश देने का प्रश्न केवल तभी उठता है, जब त्रुटि या दोष के रूप में कोई प्रतिकूल बात नजर आई हो, अन्यथा उपदेश देने का प्रश्न ही नहीं उठता। इसके अतिरिक्त यह दस्तूर है कि जब कभी किसी कर्मचारी को प्रतिकूल अभ्युक्ति सूचित की जाती है उसके साथ हमेशा यह उपदेश दिया जाता है कि उसे संबंधित दोष को दूर करने के लिए प्रयत्न करने चाहिए। इसलिए यह स्पष्ट है कि इस तरह का कथन कि अभ्युक्ति प्रतिकूल नहीं बल्कि केवल उपदेशक है, स्वविरोधी है और इसे उचित नहीं कहा जा सकता; तथा यदि कोई उपदेश दिया जाए तो यह केवल किसी दोष के संबंध में हो सकता है जिसे दूर करना होगा। अतः यह अनुरोध किया जाता है कि जब भी वार्षिक रिपोर्ट में अभ्युक्तियां लिखी जाती हैं या ऐसी अभ्युक्तियों के विरुद्ध प्रतिवेदन पर विचार किया जाता है तो आप और आपके अधीन काम करने वाले कर्मचारियों को यह स्थिति सावधानी से ध्यान में रखनी चाहिए।

2. आपसे अनुरोध है कि इस पत्र की प्राप्ति भेजी जाए।

भवदीय,

हस्ता/-

उप सचिव, राजनैतिक एवं सेवाएं
कृते मुख्य सचिव, हरियाणा सरकार-1

एक-एक प्रति:-

1. वित्तायुक्त, राजस्व, सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ भेजी जाती है।

संख्या 6186-3 एस०-69/

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल तथा
सभी उपायुक्त और उप-मण्डल अधिकारी।

दिनांक चण्डीगढ़ 10 दिसम्बर, 1969

विषय : गोपनीय रिपोर्ट-प्रतिकूल कथनों के विरुद्ध प्रतिवेदन।

श्रीमान जी,

मुझे प्रतिकूल कथन के विरुद्ध प्रतिवेदनों से संबंधित परिपत्र संख्या 2334-ए-एस-1-60/15708, दिनांक 3 मई, 1960 में उल्लेखित सरकारी अनुदेशों के पैरा 11 की ओर ध्यान दिलाने तथा यह कहने का निदेश हुआ है। कि सरकार के ध्यान में ऐसे मामले आए हैं जिन में यह बताया गया था कि रिपोर्ट करने वाले अधिकारियों ने प्रतिकूल कथन कदाशय में से दर्ज किए हैं। परन्तु बाद में यह प्रतीत हुआ है कि ऐसा आरोप गलत था और बिना सोचे समझे तथा बिना आधार या औचित्य के लगाया गया था। सरकार इसे गम्भीर मामला समझती है और अनुभव करती है कि वह इस तरह के दोष के प्रति सख्त कार्यवाही की जाए क्योंकि यह अत्यन्त आपत्तिजनक तथा अनुशासन के विरुद्ध है इसलिए इस बात पर जोर दिया जाता है कि सरकारी कर्मचारियों को इस संबंध में विशेष सावधानी बरतनी चाहिए और यह नोट कर लेना चाहिए कि यदि कोई कर्मचारी इस प्रकार की चूक करे और कदाशय का निशधार आरोप लगाए तो वह अनुशासनात्मक कार्यवाही का भागी होगा।

2. आप से अनुरोध है कि ये अनुदेश आप के नियन्त्रण के अधीन काम कर रहे सभी सरकारी कर्मचारियों के ध्यान में सूचना एवं मार्गदर्शन के लिए लाया जाये।

भवदीय,

आर. डी. माथूर,

सहायक सचिव, (प्रशासन)
कृते मुख्य सचिव, हरियाणा सरकार

एक प्रति निम्नलिखित को सूचना के लिये भेजी जाती है:-

वित्तायुक्त, राजस्व, हरियाणा। सभी प्रशासकीय सचिव, हरियाणा सरकार ।

क्रमांक 160-3 एस-70/9698

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में

हरियाणा के सभी उपायुक्त।

दिनांक चण्डीगढ़: 23 अप्रैल, 1970

विषय :- नैशनल इंटरगेशन कौंसिल द्वारा बनाई गई साम्प्रदायिकता के बारे में कमेटी की सिफारिशों।

महोदय,

मुझे श्री आर.डी.थापर, संयुक्त सचिव, गृह मंत्रालय, भारत सरकार, के उपरोक्त विषय पर अ.स. पत्र क्रमांक 9/29/68 ए.आई.एस. (III) दिनांक 24 दिसम्बर, 1968 की प्रति आपको मार्ग दर्शन के लिये भेजने का आदेश हुआ है। आपसे अनुरोध किया जाता है कि आई.एस. व एच.सी.एस. अधिकारियों के काम पर वार्षिक गोपनीय रिपोर्ट लिखते समय उनकी साम्प्रदायिक खिंचाव व गड़बड़ को दूर करने की योग्यता को ध्यान में रखा जाये। इस पत्र को जिला के सभी आई.एस. व एच.सी.एस. अधिकारियों को उनके मार्गदर्शन के लिये ध्यान में भी लाया जाये।

भवदीय,
आर. डी. माथुर,
अवर सचिव (प्रशासन)
कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 160-3 एस 70/9698, दिनांक चण्डीगढ़ 23 अप्रैल, 1970

1. एक प्रति, अनुलग्नक की प्रति सहित, आयुक्त, अम्बाला मण्डल, अम्बाला छावनी, को सूचनार्थ तथा आवश्यक कार्यवाही के लिये भेजी जाती है।
2. उनसे अनुरोध है कि वे उपायुक्तों आदि की वार्षिक गोपनीय रिपोर्टें लिखते समय उनकी साम्प्रदायिक खिंचाव व गड़बड़ को दूर करने की योग्यता को ध्यान में रखें।

एक प्रति सचिव, गृह मंत्रालय, भारत सरकार, नई दिल्ली को हरियाणा सरकार के पत्र क्रमांक 5531/-3 एच.-69 दिनांक 25 मई 1969 के हवाले में सूचनार्थ भेजी जाती है।

एक प्रति गृह आयुक्त हरियाणा को उनके आशासकीय क्रमांक 12623-3 एच.-69, दिनांक 5 जनवरी, 1970 के हवाले में सूचनार्थ भेजी जाती है।

क्रमांक 1430-3 एस-71/5968

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

हरियाणा के सभी विभागाध्यक्ष
कमिश्नर अम्बाला मंडल और सभी उपायुक्त
तथा उपमंडल अधिकारी।

दिनांक चण्डीगढ़ 31 मार्च, 1971

विषय :- जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट लिखने बारे नीति।

महोदय,

मुझे यह कहने का निदेश हुआ है कि इस समय लागू अनुदेशों के अनुसार पुलिस अधीक्षकों, उप-पुलिस अधीक्षकों तथा अन्य विभागों के जिला अधिकारियों व जिला के सभी राजपत्रित अधिकारियों के काम पर वार्षिक गोपनीय रिपोर्टों में उपायुक्त निम्नलिखित विशेषताओं पर विचार एकत्र करने के लिये सक्षम हैं:-

(क) पुलिस अधीक्षक तथा उप-पुलिस अधीक्षक

- (1) ईमानदारी के बारे में प्रतिष्ठता।
- (2) जनता से सम्पर्क।
- (3) समूचे तौर पर व्यक्तित्व तथा विधि व्यवस्था ठीक रखने में दक्षता।

(ख) अन्य विभागों के जिला अधिकारी तथा सभी राजपत्रित अधिकारी
(जिन में जिले के कॉलेजों के प्रिन्सीपल भी शामिल हैं):

- (1) ईमानदारी
- (2) जनता से सम्पर्क
- (3) विकास योजनाओं तथा सरकार की नीति को पूरा करने का काम।

श्रेणी (क) में आने वाले अधिकारियों के बारे में रिपोर्ट लिखने की पद्धति हरियाणा सरकार के पत्रों क्रमांक 6718-3 एस-68/27185, दिनांक, 24 अक्टूबर, 1968, क्रमांक 6718-एस-68/27937, दिनांक 1 नवम्बर 1968 तथा क्रमांक 6718-3 एस-68/1581, दिनांक 20 जनवरी 1969 में दी गई है। श्रेणी (ख) में आने वाले अधिकारियों के काम पर रिपोर्ट लिखने के लिये यह निर्णय लिया गया है कि उन अधिकारियों की रिपोर्ट उनके Reporting Authority द्वारा initiate की जाने की पश्चात् उपायुक्त को भेजी जाया करे। तत्पश्चात् उपायुक्त अपने रिपोर्ट रिकार्ड करके

संबंधित विभाग के रिव्यूईंग एथोरटी के पास वह रिपोर्ट सीधी भेजेगे अर्थात् ऐसी रिपोर्टों को कमिश्नर अम्बाला मण्डल के माध्यम से रिव्यूईंग एथोरटी को भेजने की आवश्यकता नहीं है। इन हिदायतों के अनुपालन में यह आवश्यक है कि सभी विभाग कृपया अपने राजपत्रित अधिकारियों के गोपनीय रिपोर्ट फार्मों में रिपोर्टिंग एथोरटी के पश्चात् उपायुक्त द्वारा रिमार्क्स निर्धारित पहलुओं पर रखने के लिये आवश्यक कॉलम बनाएं तथा उनके नीचे यह भी निर्दिष्ट किया जाये कि उस रिपोर्ट को लिखने के लिये असली रिव्यूईंग एथोरटी कौन है ताकि उपायुक्त को रिपोर्ट ठीक अधिकारी के पास भेजने में दिक्कत न हो।

जिले में जिन राजपत्रित अधिकारियों के बारे में उपायुक्तों द्वारा रिपोर्ट लिखने के आदेश हरियाणा सरकार के परिपत्र क्रमांक 397-3 एस-69/6274 दिनांक 4/7 अप्रैल, 1969 द्वारा जारी किये जा चुके हैं, उनमें जिले में स्थित कॉलेजों में प्रिंसीपल शामिल होंगे परन्तु इन कॉलेजों के अन्य राजपत्रित लैक्चरार शामिल नहीं होंगे। इसके अतिरिक्त गवर्नमेंट मेडीकल कॉलेज रोहतक के प्रिंसीपल तथा उस कॉलेज का अन्य राजपत्रित स्टाफ भी शामिल नहीं होगा इसलिये उक्त पत्र में निहित अनुदेश इस हद तक संशोधित किये गए समझे जायें।

आपसे अनुरोध है कि उक्त हिदायतें अनुपालन के लिये नोट कर ली जायें।

भवदीय

हस्ता/-

उप-सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति वित्तायुक्त राजस्व, हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिव को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

मुख्य सचिव हरियाणा सरकार की ओर से हरियाणा के सभी विभागाध्यक्ष इत्यादि को प्रतिलिपि नं. 2817-एस-दिनांक 10 मई, 1971 प्रेषित हैं।

विषय: - गोपनीय रिपोर्ट प्रशंसा पत्र जारी करना।

क्या सभी वित्तायुक्त तथा सभी प्रशासकीय सचिव, हरियाणा सरकार कृपया राज्य सरकार के परिपत्र क्रमांक 1624-3 एस-71 दिनांक 31 मार्च 1971 द्वारा उपरोक्त विषय पर जारी किए गए अनुदेशों की ओर ध्यान देंगे जिनमें यह कहा गया था कि समानता रखने के लिए प्रथम श्रेणी के कर्मचारियों के ऐसे मामले जिन में सराहना पत्र देने का प्रस्ताव हो, मुख्य सचिव, हरियाणा सरकार (सेवाएं शाखा) द्वारा मुख्य मंत्री के आदेश के लिए भेजे जाएँ।

2. अब इस मामले पर पुनर्विचार किया गया है और यह निर्णय लिया गया है कि भविष्य में ऐसे सभी केस संबंधित विभाग द्वारा सीधे मुख्य मंत्री महोदय को आदेश के लिए प्रस्तुत किए जाएं।

3. इस पत्र की कृपया पावती भेजें।

क्रमांक 3600-3 एस-71/17241

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

हरियाणा के सभी विभागाध्यक्ष,
आयुक्त अम्बाला मंडल और
सभी उपायुक्त तथा उप-मंडल अधिकारी।

दिनांक चण्डीगढ़, 18 जून 1971

विषय: जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट के लिखने बारे नीति।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 1430-3एस/5968, दिनांक 30 मार्च 1971 की ओर दिलाऊं और कहूँ कि वर्तमान नीति के अनुसार जिलों में सभी राजपत्रित अधिकारियों को वार्षिक गोपनीय रिपोर्ट पहले उनके रिपोर्टिंग एथोरेटीज द्वारा इनीशियेट (initiate) करने के पश्चात् उपायुक्त अपने रिमार्कस रिकार्ड करके सीधे संबंधित विभाग के रिव्यूईंग एथोरेटीज को भेजते हैं। इस संबंध में मुझे यह स्पष्ट करना है कि जिन केसों में राजपत्रित अधिकारियों के काम के बारे में विभागाध्यक्ष के अतिरिक्त और किसी निम्न विभागीय अधिकारी द्वारा रिपोर्ट नहीं लिखी जाती है तो ऐसे केसों में रिपोर्ट पहले उपायुक्त द्वारा लिखी जानी चाहिये और इसके बाद यह रिपोर्ट संबंधित विभागाध्यक्ष को भेजी जानी चाहिए। यह भी स्पष्ट किया जाता है कि ऐसे केसों में उपायुक्तों द्वारा रिमार्कस रिकार्ड करवाने के लिये गोपनीय रिपोर्ट के ब्लैक फार्म(form) संबंधित विभाग द्वारा ही संबंधित उपायुक्त को भेजने होंगे।

2. अतः आपसे अनुरोध है कि उक्त हिदायतों को अनुपालन के लिये नोट कर लिया जाये।

भवदीय,

हस्ता / -

उप-सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति वित्तायुक्त राजस्व, हरियाणा और हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 6190-3S-71

From

The Chief Secretary to Government, Haryana.

To

1. All Deputy Commissioners in Haryana.
2. All District & Sessions Judges in Haryana.

Dated Chandigarh, the 16th September, 1971.

Subject:- Channel of submission of annual Confidential Reports on the work and conduct of officer of ICS/IAS and HCS.

Sir,

I am directed to address you on the subject noted above and to say that it has been decided that the existing practice where by the confidential reports on the work and conduct of the District Magistrates are initiated by the District and Sessions Judges and are sent to Government through the High Court is not appropriate and should, therefore, be discontinued. The reason is that after the separation of the Judiciary from the Executive, there is little occasion for undertaking substantial judicial work by the District Magistrates which would be seen by the District & Sessions Judges. As regards Executive Magistrates, however, the existing practice does not call for modification and the confidential reports may continue to be initiated by the District Magistrates and forwarded to Government by the District & Sessions Judges through the High Court.

Yours faithfully,

Sd/-

Deputy Secretary, Political & Services,
for Chief Secretary to Govt., Haryana.

No. 6190-3S-71/

Dated the 16th September, 1971.

A copy is forwarded to the Registrar, Punjab and Haryana High Court, Chandigarh and the Commissioner, Ambala Division, Ambala Cantt. for information.

क्रमांक 6838 - 3 - एस० - 71 / 31493

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

- (i) हरियाणा के सभी विभागाध्यक्ष,
आयुक्त अम्बाला मण्डल तथा सभी उपायुक्त और उप-मण्डल अधिकारी।
- (ii) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा स्तर
न्यायाधीश ।

दिनांक चण्डीगढ़ 3 / 8 नवम्बर, 1971

विषय : गोपनीय रिपोर्ट - प्रतिकूल कथनों के विरुद्ध अभिवेदन।

महोदय,

मुझे निदेश हुआ है कि मैं आप का ध्यान उपयुक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 6186 - 3 - एस० - 69, दिनांक 10 दिसम्बर, 1969 की ओर दिलाऊँ और कहूँ कि यह बहुत असंतोषजनक तथा डिसटर्बिंग बात है कि उपरोक्त पत्र में जारी की गई हिदायतों के बावजूद भी कुछ ऐसे केसिज सरकार के ध्यान में आए हैं जिन में (प्रतिकूल विचारों के विरुद्ध अभिवेदनों में) वरिष्ठ अधिकारियों में खिलाफ irresponsible और reckless तौर पर malafide की allegations लगाई जाती है अर्थात् कर्मचारी / अधिकारी द्वारा वार्षिक गोपनीय रिपोर्टों में दर्ज प्रतिकूल कथनों के विरुद्ध अभिवेदनों में रिपोर्टिंग आफिसरों के विरुद्ध झूठे तथा बेबुनियाद एलीगेशनज लगाई जाती है। यह डिसिपलीन के विरुद्ध कार्यवाही है और सरकार इसे गंभीरता से देखती है। यह निर्णय किया गया है कि इस तरह के दोष के लिए सख्त कार्यवाही की जाये तथा संबंधित कर्मचारी / अधिकारी को सरकार की नाराजगी व्यक्त की जाये (जिस की एक प्रति कर्मचारी / अधिकारी की चरित्र पंजी में भी रखी जाये) या और कोई उचित अनुशासनिक कार्यवाही की जाए इसलिए इस बात पर जोर दिया जाता है कि सरकारी कर्मचारियों / अधिकारियों को प्रतिकूल विचारों के विरुद्ध अभिवेदन करते समय विशेष सावधानी बरतनी चाहिए।

2. अतः आप से अनुरोध है कि ये अनुदेश आप के नियन्त्रण में काम कर रहे सभी सरकारी कर्मचारियों के ध्यान में सूचना एवं मार्गदर्शन के लिए लाए जाएं ।

भवदीय,

हस्ता / -

उप सचिव, राजनैतिक एवं सेवाएं,

कृते : मुख्य सचिव, हरियाणा सरकार

एक - एक प्रति निम्नलिखित को सूचना के लिये भेजी जाती है:-

1. वित्तायुक्त, राजस्व, हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिव।

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 8367-3S-71/36929

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, the Commissioner, Ambala Division,
all Deputy Commissioners; and all Sub Divisional Officers, Haryana.

The Registrar, Punjab and Haryana High Court;
and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 23rd December, 1971.

Subject: - Confidential reports—Consolidated instructions regarding.

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 1334-ASI-60/15708 dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that it has been decided to make the following further amendments in the instructions:—

1. The following will be added as explanatory note (iii) below Paragraph 8:—
“An officer who has retired from service will not be competent to record remarks in the confidential reports of officers/subordinates who worked under him.”
2. Paragraph 8 (ii) will be read as below:—
“If there is a change of portfolios, a Minister or Deputy Minister or Chief Parliamentary Secretary also may, if he had not done so previously during the year, record remarks, on the confidential files of officers subordinate to him within six weeks of his relinquishing charge of his previous portfolio(s)”.

Yours faithfully,

Sd/-

Deputy Secretary, Political & Services,
for Chief Secretary to Govt., Haryana.

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

मुख्य सचिव, हरियाणा सरकार की ओर से प्रतिलिपि क्रमांक 1283-3 एस, 72/4813, दिनांक 18 फरवरी, 1972 हरियाणा के सभी विभागाध्यक्ष इत्यादि को प्रेषित है।

विषय :- जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट लिखने बारे नीति।

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 1430-3 एस-71/5958, दिनांक 30 मार्च, 1971 की ओर दिलाऊँ जिसमें और बातों के अतिरिक्त यह बताया गया था कि उपायुक्त जिले के सभी राजपत्रित अधिकारियों की वार्षिक गोपनीय रिपोर्ट में अपने रिमार्कस लिखने के लिए सक्षम है। इस संदर्भ में हरियाणा राज्य बिजली बोर्ड के एस.डी.एओज. तथा एक्स.ई.एनज, (S.D.O.s & XENs) की गोपनीय रिपोर्ट पर उपायुक्त द्वारा रिमार्कस रिकार्ड करने के मामले पर भी विचार किया गया है और बिजली बोर्ड को कन्सल्ट करने के बाद यह निर्णय लिया कि उपायुक्त ऐसे अधिकारियों की ईमानदारी से संपर्क तथा विकास योजनाओं और सरकार की नीति को पूरा करने के काम आदि के बारे में अपने रिमार्कस संबंधित अधिकारियों और गोपनीय रिपोर्ट में लिखने की बजाए अपने विचार लिखकर सीधे चेयरमैन हरियाणा राज्य बिजली बोर्ड को बाई नेम भेजेंगे और अधिकारियों की रिपोर्ट बिजली बोर्ड के अधिकारियों द्वारा लिखे जाने के समय उपायुक्तों के विचारों को ध्यान में रखा जायेगा।

आपसे अनुरोध है कि उपरोक्त हिदायतें अनुपालन के लिए नोट कर ली जाएं और इस पत्र की पावती भेजें।

क्रमांक 2390 – 3 एस 72 /10913

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

- (1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल
सभी उपायुक्त तथा उप-मण्डल अधिकारी
 - (2) रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा
सभी जिला तथा सत्र न्यायधीश।
- दिनांक 19 अप्रैल, 1972

विषय: डिविजनल हेड आफ डिपार्टमेंट्स की वार्षिक गोपनीय रिपोर्ट लिखने बारे नीति।

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर संयुक्त पंजाब के परिपत्रों क्रमांक 14102 जी 1-57/22998, दिनांक 15 नवम्बर 1957 तथा क्रमांक 10542-जी III-59/26741, दिनांक 17 दिसम्बर 1959 (प्रति संलग्न है) में निहित हिदायतों की ओर दिलाऊँ और बताऊँ कि इन परिपत्रों में बताई गई हिदायतों के अनुसार मण्डल के आयुक्त सभी विभागों के डिविजनल हेड ऑफ डिपार्टमेंट्स (जिनमें सर्किल लैवल अधिकारी भी शामिल हो जाते हैं) की वार्षिक गोपनीय रिपोर्ट में उन अधिकारियों की निम्नलिखित विशेषताओं पर अपने विचार प्रकट करने के लिए सक्षम हैं:-

1. ईमानदारी,
2. जनता से सम्पर्क तथा
3. विकास योजनाओं तथा सरकार की नीति को पूरा करने में काम।

सरकार के देखने में आया है कि उपर्युक्त अधिकारियों की वार्षिक गोपनीय रिपोर्टों को लिखवाने में एक नीति नहीं अपनाई जा रही है। अतः अब सरकार ने निर्णय लिया है कि डिविजनल हेड आफ डिपार्टमेंटल जिनमें सर्किल लैवल आफिसर भी शामिल होंगे की गोपनीय रिपोर्ट उस अधिकारी के संबंधित विभागीय अध्यक्ष द्वारा लिखी जानी चाहिये और उसके बाद उन रिपोर्टों को आयुक्त अम्बाला मण्डल को भेजी जाये। आयुक्त अम्बाला मण्डल उस पर अधिकारी को उपरोक्त विशेषताओं के बारे में अपने विचार लिखकर रिपोर्ट को अगली रिपोर्टिंग एथोरेटी (जो मण्डल के आयुक्त को विभाग द्वारा पहले ही (Indicate) की जायेगी को भेज दें।

2. आप को अनुरोध है कि उपरोक्त हिदायतों को अनुपालन के लिये नोट कर लिया जाये और इस पत्र की पावती भेजें।

भवदीय,

हस्ताक्षर

उप सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव हरियाणा सरकार।

एक-एक प्रति अनुलग्नकों सहित सभी वित्तायुक्त, हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा अनुपालनार्थ भेजी जाती है।

क्रमांक 4643-3 एस-72/21708

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष,
आयुक्त, अम्बाला मण्डल, तथा सभी उपायुक्त एवं उप मण्डल अधिकारी।
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा
हरियाणा के सभी जिला तथा सत्र न्यायाधीश।

दिनांक चण्डीगढ़, 21 जुलाई, 1972

विषय: - गोपनीय रिपोर्ट - प्रशंसा पत्र जारी करना।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर संयुक्त पंजाब के परिपत्र क्रमांक 2334 ए.एस. 1-60/15708, दिनांक 3 मई, 1960 के पैरा-9 की और दिलाऊँ और बताऊँ कि इस पैरा के नीचे एक्सप्लेनेटरी नोट (II) में यह बताया गया है कि गोपनीय रिपोर्टों के आधार पर जारी किए जाने वाले प्रशंसा पत्र संबंधित कर्मचारियों में नियुक्ति प्राधिकारी या उस प्राधिकारी जो संबंधित कर्मचारी की चरित्र पंजी मेनटेन करता हो, द्वारा जारी किए जाने चाहिए। इसके अतिरिक्त हरियाणा सरकार के परिपत्र अशा: क्रमांक 2817 एस.-71, दिनांक 10 मई, 1971 द्वारा वह हिदायतें जारी की गई थी कि समानता रखने के लिए प्रथम श्रेणी के अधिकारियों के प्रशंसा पत्र जारी करने के सभी मामले संबंधित विभाग द्वारा सीधे मुख्य मन्त्री जी को प्रस्तुत किए जाएं।

2. प्रथम श्रेणी के अधिकारियों को छोड़कर शेष सभी प्रकार के अधिकारियों/कर्मचारियों के बारे में अब सरकार ने निर्णय लिया है कि इन केसों में प्रशंसा-पत्र उनके संबंधित प्रशासकीय सचिवों द्वारा अनुमोदन किए जाने के पश्चात् ही सक्षम प्राधिकारियों द्वारा जारी किए जाएं।

भवदीय,

हस्ता / -

उप-सचिव, राजनैतिक एवं सेवाएं
कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है: -

हरियाणा के सभी वित्तायुक्त। सभी प्रशासकीय सचिव।

क्रमांक - 5010-3-एस-72/265555

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

हरियाणा के सभी उपायुक्त।

दिनांक चण्डीगढ़ 7 सितम्बर, 1972,

विषय: - डिस्ट्रिक्ट अटारनीज तथा असिस्टेंट डिस्ट्रिक्ट अटारनीज की वार्षिक गोपनीय रिपोर्ट लिखने बारे।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय की ओर दिलाऊँ और बताऊँ कि चूँकि डिस्ट्रिक्ट अटारनीज और असिस्टेंट डिस्ट्रिक्ट अटारनीज को राजस्व केंसों के सिलसिले में सरकार की ओर से आयुक्त अम्बाला मण्डल के सम्मुख पेश होना पड़ता है और इस प्रकार उसका कार्य आयुक्त अम्बाला मण्डल को भी देखने का अवसर मिल जाता है। अतः सरकार ने यह निर्णय लिया है डिस्ट्रिक्ट अटारनीज तथा असिस्टेंट डिस्ट्रिक्ट अटारनीज जो आयुक्त अम्बाला मंडल के सम्मुख सरकार की ओर से पेश होते हैं उनकी वार्षिक गोपनीय रिपोर्ट संबंधित उपायुक्त द्वारा लिखे जाने के बाद आयुक्त अम्बाला मंडल को रिमार्कस रिकार्ड करने के लिये भेजी जाया करें और आयुक्त अम्बाला मण्डल अपने रिमार्कस रिकार्ड करने के उपरान्त उन रिपोर्टों को विधि परामर्शों हरियाणा को भेजा करें।

हस्ता / -

उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 5010-3 एस-72/26526,

दिनांक चण्डीगढ़ 7 सितम्बर, 1972

एक प्रति आयुक्त, अम्बाला मण्डल विधि परामर्शों तथा सचिव, हरियाणा सरकार, विधि विभाग को उनके अशा: क्रमांक 2591 दिनांक 16 अगस्त, 1972 के सन्दर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 7012-3 एस 72/31509

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

- (1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल तथा सभी उपायुक्त एवं उप-मण्डल अधिकारी हरियाणा।
- (2) रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश।

दिनांक चण्डीगढ़, 30 अक्टूबर, 1972/2 नवम्बर, 1972।

विषय :- चौथी श्रेणी के कर्मचारियों की वार्षिक गोपनीय रिपोर्ट लिखने बारे।

महोदय,

मुझे निदेश हुआ है कि आपका ध्यान उपर्युक्त विषय पर संयुक्त पंजाब सरकार के परिपत्र क्रमांक 7814-ए. एस.- 65/27821, दिनांक 10 अगस्त, 1965 (प्रति संलग्न है) की ओर दिलाऊं और बताऊं कि उपरोक्त पत्र के साथ चतुर्थ श्रेणी के कर्मचारियों की वार्षिक गोपनीय रिपोर्ट लिखने के लिए फार्म निर्धारित किया गया था। सरकार ने अब तक इस मामले पर पुनः विचार किया है और निर्णय लिया है कि चौथी श्रेणी के कर्मचारियों के गोपनीय रिपोर्ट फार्म में से निम्नलिखित कालम को हटा दिया जाए:-

- (9) If he fit for promotion to the grade of Jamadar/ Daftri/Record Lifter etc.

तथा इसके स्थान पर निम्नलिखित नया कालम जोड़ दिया जाए :-

"Whether the employee has been able satisfactorily to discharge the duties of his office."

2. कृपया इन अनुदेशों के अनुसार आईन्दा कार्यवाही की जाए और गोपनीय रिपोर्ट फार्मों में आवश्यक तबदीली कर ली जाए।

भवदीय

हस्ताक्षर,

उप सचिव राजनैतिक एवं सेवाएं
कृते: मुख्य सचिव हरियाणा सरकार।

एक-एक प्रति हरियाणा के सभी वित्तायुक्त तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 872-38-73/5679

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments,
the Commissioners, Ambala and Hisar Divisions;
all Deputy Commissioners; and
all Sub Divisional Officers in Haryana.
2. The Registrar, Punjab and Haryana High Court; and
all District & Sessions Judges in Haryana.

Dated Chandigarh, the 6th March, 1973.

Subject:- Confidential reports—Consolidated instructions regarding.

Sir,

I am directed to refer to Composite Punjab Govt. Consolidated circular letter No. 2334-AS1-60/15708 dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that Government have now decided that special reports recorded on the work and conduct of Government employees on any particular occasion should also be placed on their personal files. It is, therefore, requested that the following new sub para may please be added as sub para(e) below paragraph 13(i) of the said consolidated instructions:—

“13(i) (e) Special reports recorded on the work and conduct of Government employees on any particular occasion *e.g.* reports recorded on the expiry of the period of probation or in connection with the crossing of an efficiency bar etc.”

Yours faithfully,

Sd/-

Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy forwarded to the Financial Commissioner, Revenue, Haryana. All Administrative Secretaries to Government for information and necessary action.

No. 1262-3S-73/7754

From

Shri Saroop Krishan, ICS
Chief Secretary to Government Haryana.

To

- (1) All Heads of Departments, the Commissioners Ambala and Hisar Division, all Deputy Commissioners, and all Sub Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 22nd March, 1973.

Subject :- Confidential reports—consolidated instructions regarding.

Sir,

I am directed to refer to the composite Punjab Government Circular letter No. 2334-ASI-60/15708 dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that Government have decided that the personal files (ACR files) of class I officers should be maintained in duplicate—the original copy being maintained by the Head of the Department concerned and the duplicate copy by the Administrative Secretary concerned. Paragraph 17 (iii) and sub para one immediately below paragraph 17 (iv) of the instructions referred to above will therefore be substituted as under:—

- | | |
|--|---|
| I. Para 17 (iii) | “The personal files of all class I and class II officers, except those covered by (i) and (ii) above, will remain with the Heads of Departments. The personal files of class I officers will be maintained in duplicate <i>i.e.</i> the personal files containing the original/annual confidential reports and other documents will be maintained by the Head of the Department concerned while the duplicate files containing attested copies of the reports and the other document will be maintained by the Administrative Secretary concerned.” |
| II. Sub para one
Immediately
below paragraph
17(iv) | “The authorities mentioned at (i) (ii) and (iv) above and the Heads of departments in the case of officers at (iii) above will receive the confidential reports and convey adverse remarks/ appreciation on their basis in respect of the Government employees whose personal files are maintained by them.” |

2. This decision will cover the existing personal files of class I officers also and the Head of departments are therefore requested to forward up-to-date authenticated copies of confidential reports and all other documents in such personal files to the Administrative Secretaries for the duplicate copies of the personal files being maintained by the latter. Furthermore, it will be necessary for the Administrative Secretaries to ensure that the personal files are being duly maintained by the Heads of

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department strictly in accordance with the Government Instructions and any default that is observed in this regard is brought to the notice of the Heads of Departments for the defects being rectified.

3. These instructions may please be noted carefully and also brought to the notice of all others concerned for strict compliance.
4. Receipt of this communication may please be acknowledged.

Yours faithfully,
Sd/-
Deputy Secretary Political & Services,
for Chief Secretary to Govt., Haryana.

A copy each is forwarded to :—

- (1) The Financial Commissioner, Revenue, Haryana.
- (2) All Administrative Secretaries to Government Haryana for information and necessary action.

No. 5150-35/20236

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments;
the Commissioners, Ambala and Hisar Divisions;
all Deputy Commissioners and all Sub Divisional Officers in Haryana.
2. The Registrar, Punjab & Haryana High Court,
and all District & Sessions Judges in Haryana.

Dated Chandigarh, the 14th August, 1973.

Subject:- Confidential reports, consolidated instructions regarding.

Sir,

I am directed to refer to Composite Punjab Govt. Consolidated circular letter No. 2334-ASI-60/15708. dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that it has come to the notice of Govt, that the Annual Confidential Report files of Govt. Employees are not being kept in safe custody under lock and key with the result that the same are likely to be misplaced/lost by the interested persons. In order to meet the above situation, Govt. have decided that all the Annual Confidential Report files should be kept in safe custody under lock and key.

2. It is requested that the following new explanatory note may please be added as Explanatory Note (1) below paragraph 17 of the said consolidated instructions :—

(I) Explanatory Note (i) below paragraph 17 of the Consolidated Instructions :—

“The Personal Files (Annual Confidential Report Files) should be kept in safe custody under lock and key, so that there is no room for their leakage and /or for their being misplaced/lost by the interested persons.

(II) The existing Explanatory Note below paragraph 17 will be numbered as Explanatory Note (ii)

Yours faithfully,

Sd/-

Joint Secretary, Secretariat Establishment,
for Chief Secretary to Government, Haryana.

A copy each forwarded to :—

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana for information and necessary action.

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 3062-3S-73/

From

The Chief Secretary to Government, Haryana

To

All Heads of Departments, Commissioners of Divisions,
all Deputy Commissioners and sub-Divisional Officers of Haryana.

Dated, Chandigarh, the 14th August 1973

Subject:- Policy regarding writing of Confidential Reports on Sub Divisional level officials by Sub Divisional Officers (Civil).

Sir,

I am directed to address you on the subject noted above and to say that in order to enable the Sub-Divisional Officers (Civil) to perform their co-ordinating role, Government have decided that S.D.Os, (C) will record remarks on annual confidential reports of gazetted and other staff in the Sub-Division. The remarks to be recorded by the S.D.Os (C) will relate to:—

- (1) Co-operation offered by the official concerned;
- (2) Integrity

2. For the purpose of these instructions, (i) Deputy Superintendent of Police, (ii) Sub-Divisional Officers of the Haryana State Electricity Board, (iii) Executive Engineers shall not be treated as officers of Sub-Divisional level. The procedure for recording of remarks by the Deputy Commissioners on the DSPs has been laid down in circular letter No. 6718-3S-68/27185, dated the 24th October, 1968 and according to these instructions their Confidential Reports are initiated by the Superintendents of Police and are thereafter to be sent to the Deputy Commissioners. In this connection it has now been decided that the Deputy Commissioners, before recording their remarks on the Confidential Reports of DSPs in accordance with the above referred transactions, will invite comments from the S.D.O's (C) concerned. A similar procedure will be followed in the case of S.D.O's of the Haryana State Electricity Board and the Deputy Commissioners before recording their remarks on the aspects referred to in circular letter No. 1430-3S-71/5968, dated 30-1-1971, will take into consideration any comments with the S.D.O's (C) concerned may have to offer.

3. The S.D.O's (C) shall not be competent to record remarks on the Confidential Reports of:—

- (1) District Level Officers posted in the Sub-Division, but covering the entire district;
- (2) Other I.A.S./H.C.S. officers posted in the Sub Divisions ; and
- (3) Principals etc. of Government Colleges in the Sub-Division.

On these officers the Deputy Commissioners will record their remarks in accordance with instructions already in force.

Confidential Reports

4. On the confidential reports of the remaining officers/officials in the Sub-Division, the S.D.Os (C) will record remarks on the two aspects referred to in para 14 of his letter as follows. The S.D.Os (C) will record their remarks only in respect of gazetted officers and the inspectors and sub-inspectors of various departments posted in the Sub-division. After the reports of these officers/officials have been initiated by the Departmental reporting authority, papers will be sent to the S.D.Os (C) for recording his remarks who will thereafter forward them to the next reporting/reviewing authority as indicated by the Department.

5. No change by these instructions is intended to be effected in respect of the reports of the officers in whose case S.D.Os (C) is initial reporting authority.

6. It is also clarified that except as indicated in the case of D.Ps and S.D.Os of the Haryana State Electricity Board the Deputy Commissioners will not record their remarks in respect of those gazetted officers on whom, the S.D.Os.(C) have recorded their remarks. Instructions contained in Government circular letter No. 1430-3S-71/5968. dated 30-1-1971 should be deemed to be modified to that extent.

Yours faithfully,

Sd/-

Joint Secretary, Secretariat Establishment,
for Chief Secretary to Government. Haryana.

Financial Commissioner, Revenue Haryana and all Administrative Secretaries to Government, Haryana.

No. 8190-3 S-73/

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments ;
The Commissioners, Ambala and Hisar Divisions ;
all Deputy Commissioners and all Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court;
and all District and Sessions Judges in Haryana.

Dated, Chandigarh, the 2nd Jan., 1974.

Subject:- Confidential reports- consolidated instructions regarding.

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that Government have decided to make the following further amendments in the instructions :—

- I. The existing Paragraph 5 (iv) may be substituted as under :—
 - 5(iv) A Chief Parliamentary Secretary, Deputy Minister will have no right of recording/reviewing/accepting of remarks in the annual confidential reports of officers/officials (except in the case of personal staff working under him). A Minister of State where he holds independent charge of a Department will, however, be competent to record such remarks. The Minister/Minister of State (where he is the Minister-in-charge), before recording his remarks may informally consult the Minister(s) of State/Deputy Minister(s). Chief Parliamentary Secretary as the case may be.
- II. The explanatory note below Paragraph 5 may be substituted as under :—
 - (i) A Minister or a Minister of State (who held independent charge of any department) who has quit office, will not be competent to record remarks in the confidential report of any officer (including in personal staff). The reports of officers for whom the Minister was the only reporting authority shall be recorded by the Chief Minister.
- III. The following is added as explanatory note (ii) below Paragraph 5 ;
 - (ii) The word Minister-in-Charge wherever occurring in these instructions would mean Ministers who are/were independently in-charge of the Departments under their control. It would include Ministers of State, when they hold/held independent charge of any department.

- IV. The existing Paragraph 8 (ii) may be substituted as under:—
- 8(ii) If there is a change in portfolios, a Minister or a Minister of State (incharge of any Department) may, if he had not done so earlier record remarks on the confidential files of officers subordinate to him for the year in which change in portfolios took place. Such remarks should be recorded as early as possible after relinquishing charge of his previous portfolio(s) and in any case before the end of the reporting year concerned.

Yours faithfully,
Sd/-
Deputy Secretary, Political & Services,
for Chief Secretary to Govt. Haryana.

A copy each is forwarded to :—

- (i) The Financial Commissioner, Revenue, Haryana
- (ii) All Administrative Secretaries to Government, Haryana.
(To be substituted to the letter bearing same number and date)
- _____

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 493-3S-74/4585

From

The Chief Secretary to Govt. Haryana

To

- (1) All Heads of Departments ;
The Commissioners, Ambala and Hisar Divisions ;
all Deputy Commissioners,
all Sub Divisional Officers in Haryana.
 - (2) The Registrar, Punjab and Haryana High Court; and
All District & Sessions Judges in Haryana.
- Dated, Chandigarh the 26th February. 1974.

4-3-1974

Subject:- Confidential reports—consolidated instructions regarding

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 2334 ASI-60/15708, dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that Government have decided to make the following further amendments in the instructions :-

The following is added as sub para (f) below paragraph 13(i)(e):—

13 (i) (f) a copy of the order stopping a Government employee at efficiency bar under the provisions of Punjab CSR Volume I Part I.

Yours faithfully,

Sd/-

Deputy Secretary, Political & Services,
for Chief Secretary to Govt., Haryana.

A copy each is forwarded to :

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana for information and necessary action.

No. 2223-3 S-74/8217

From

The Chief Secretary to Govt., Haryana.

To

- (i) All Heads of Departments, The Commissioners Ambala and Hisar Divisions, all Deputy Commissioners and all Sub-Divisional Officers in Haryana.
- (ii) The Registrar, Punjab and Haryana High Court and all Districts & Sessions Judges in Haryana.

Dated Chandigarh, the 12th April, 1974.

Subject :- Confidential reports—consolidated instructions regarding.

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, as amended by circular letter No. 8190-3S-73, dated the 2nd January, 1974 and to say that the Government have decided to make the following further amendment in the instructions.

2. The existing paragraph 5 (iv) may be substituted as under :—

5(iv) A Chief Parliamentary Secretary/Deputy Minister/Minister of State (except where he is the Minister-in-charge) will normally have no right of recording/reviewing/accepting of remarks in the annual confidential reports (except in the case of personal staff working under him) and the next higher reporting authority above the level of Administrative Secretary, will be the Minister or Minister of State (where he is the Minister-in-charge). The Minister/Minister of State where he is the Minister-in-charge) may, where he so desires, before recording his remarks, send the confidential report form to the Chief Parliamentary Secretary/Deputy Minister/Minister of State, as the case may be, for recording remarks. However, in the case of IAS/IPS officers and the officers on the Select List of IAS/IPS no such reference need be made and the Minister (where he is the Minister-in-charge) shall himself record the remarks.

Yours faithfully,

Sd/-

Deputy Secretary, Political & Services,
for Chief Secretary to Govt., Haryana.

The Financial Commissioner, Revenue. Haryana and All Administrative Secretaries to Govt., Haryana.

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 5990-3S-73/10832

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments ,
the Commissioner, Ambala Divisions

All Deputy Commissioners and
Sub Divisional Officers in Haryana.

Dated Chandigarh, the 7th May, 1974

Subject : Conveying of adverse remarks.

Sir,

I am directed to say that Para 10 of the consolidated instructions regarding confidential reports provides that an employee should not, at any time, be kept ignorant about the reporting officers opinion and adverse remarks wherever recorded in the annual confidential reports should be conveyed promptly. The Consolidated instructions also provide that all authorities entrusted with the responsibility of maintaining annual confidential reports should ensure that adverse remarks are so conveyed and further more no notice should be taken of adverse remarks if they have not been conveyed.

2. In spite of the clear instructions on this subject, it has been noticed that lapse in this respect on the part of authorities responsible for maintaining the annual confidential reports have only been too many. Such lack of action nullifies the very purpose of maintaining the confidential record. Government feel much concerned about the in action of competent authorities at various levels in this connection and in order to ensure that necessary action is taken by them in future, it has been decided that a certificate as indicated below should be furnished by all Heads of offices, Heads of Departments and Administrative Secretaries by the end of June each year.

“Certified that A. C. Rs. of all Government employees for the year..... maintained by this office have been checked and adverse remarks wherever contained have been conveyed to the employees concerned.”

This certificate shall be submitted by the Heads of Offices to the Head of Department by the Head of Departments to the Administrative Secretaries and by the Administrative Secretaries to the Chief Secretary.

3. It is also made clear that any lapse on the part of the competent authorities in not conveying to the employees concerned adverse remarks which should be conveyed, shall be taken serious note of in future.

The receipt of this letter may kindly be acknowledged.

Yours faithfully

Sd/-

Deputy Secretary , Political & Services
for Chief Secretary to Government, Haryana.

क्रमांक 3461-3 एस-74/12910

प्रेषक

मुख्य सचिव, हरियाणा सरकार

सेवा में

- (1) सभी विभागाध्यक्ष तथा
- (2) आयुक्त अम्बाला एवं हिसार मण्डल।

दिनांक चण्डीगढ़, 3 जून, 1974.

विषय:- विभागाध्यक्षों (अखिल भारतीय सेवा अधिकारियों को छोड़कर) तथा लोक निर्माण विभाग में अधीक्षक इंजीनियरों के बारे में।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर दिलाऊँ और बताऊँ कि वर्तमान स्थिति के अनुसार कुछ विभागाध्यक्षों (अखिल भारतीय सेवा अधिकारियों को छोड़ कर) की वार्षिक गोपनीय रिपोर्टें मुख्य मंत्री को रिमार्क्स लिखने के लिये प्रस्तुत की जाती हैं तथा कुछ को नहीं। मुख्य मन्त्री सभी विभागाध्यक्षों के कार्यों के बारे में काफी हद तक सीधा ज्ञान रखते हैं। विभिन्न विभागों के मामले समय-समय पर उन्हें नियमानुसार प्रस्तुत किए जाते रहते हैं तथा फील्ड में भी विभागाध्यक्षों द्वारा किया जा रहा कार्य मुख्य मन्त्री के ध्यान में होता है। साधारणतः विभागाध्यक्षों की रिपोर्टें सरकार के प्रशासकीय सचिव द्वारा initiate की जाती है और विभाग के संबंधित मन्त्री द्वारा review की जाती है। इस संबंध में विचार कर अब सरकार ने फैसला किया है कि सभी विभागाध्यक्षों को गोपनीय रिपोर्ट मुख्य मंत्री को accepting authority के तौर पर प्रस्तुत की जाय करें।

2. सरकार ने यह भी फैसला किया है कि लोक-निर्माण विभाग के सभी अधीक्षक इंजीनियरों की रिपोर्टें भविष्य में मुख्य मंत्री को रिमार्क्स रिकार्ड करने के लिये प्रस्तुत की जाय करें। कृपया इन हिदायतों की अनुपालना के लिये नोट कर लिया जाए तथा इस पत्र की पावती भेजी जाए।

भवदीय

हस्ता / -

उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है:-

1. वित्तायुक्त राजस्व तथा
2. हरियाणा के सभी प्रशासकीय सचिव।

क्रमांक 3784 - 3 - एस० 74 /

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उप-मण्डल अधिकारी।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा स्तर न्यायाधीश ।

दिनांक चण्डीगढ़, 8 अक्टूबर, 1974

विषय : वार्षिक गोपनीय रिपोर्ट में दर्ज प्रतिकूल विचार व्यक्त करने वाले पत्र पर ऐसे विचारों के विरुद्ध किए गए अभिवेदन व उस पर लिए गए निर्णय का वर्णन।

महोदय,

गोपनीय रिपोर्टों सम्बन्धी समेकित हिदायतों के पैरा 10 (बी) तथा 13 (1) (बी) में यह कहा गया है कि वार्षिक गोपनीय रिपोर्ट में दर्ज प्रतिकूल टिप्पणियाँ सम्बन्धित अधिकारी को तुरन्त व्यक्त की जानी चाहिए तथा प्रतिकूल विचार व्यक्त करने वाले पत्र की एक प्रति सम्बन्धित कर्मचारी की चरित्र पंजी में रखी जानी चाहिए।

कर्मचारियों की पदोन्नति तथा अन्य सेवा मामलों पर निर्णय लेते समय चरित्र पंजियों के आधार पर रिकार्ड का मूल्यांकन करने में कई बार यह कठिनाई महसूस की जाती है कि यह पता नहीं लगता जो प्रतिकूल विचार किसी कर्मचारी को व्यक्त किए गए हैं। क्या उनके खिलाफ कोई अभिवेदन लम्बित है या नहीं।

2. सरकार ने इस मामले पर विचार किया है और यह निर्णय लिया है कि जो प्रतिकूल विचार व्यक्त किए जाएं, यदि उनके खिलाफ कोई अभिवेदन प्राप्त हो तो उस का जिक्र प्रतिकूल विचार करने वाले पत्र पर कर दिया जाए कि “अभिवेदन पत्र दिनांक..... लम्बित है” और जब उस अभिवेदन पर फैसला हो जाए तो उस फैसले का जिक्र (यदि अभिवेदन स्वीकार न किया जाए) भी उसी पत्र पर कर दिया जाए। यदि प्रतिकूल विचार हटाने का फैसला लिया जाता है तब तो उक्त पत्र तथा प्रतिकूल विचार मूल रिपोर्ट से ही हट जाएंगे। इस प्रकार कार्यवाही से रिकार्ड के मूल्यांकन करने वाली एथोरिटी के ध्यान में पूरी स्थिति आ जाएगी। कृपया इसकी पावती भेजें।

भवदीय,

उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकारें।

एक - एक प्रति वित्तायुक्त हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में

हरियाणा के सभी उपायुक्त।

यादी क्रमांक 6143-3 एस-74 /

दिनांक चण्डीगढ़ 20 नवम्बर, 1974

विषय: - **आई.एस.एस./एच.सी.एस. अधिकारों को नगरपालिका के प्रशासक के पद पर अतिरिक्त रूप में चार्ज दिया जाना-वार्षिक गोपनीय रिपोर्ट लिखने बारे।**

आई.एस.एस./एच.सी.एस. अधिकारी समय-समय पर नगरपालिकाओं के प्रशासक के पद पर लगाए जाते हैं कहीं तो नगरपालिका का कार्य उनका मूल कार्य होता है या अकेला कार्य होता है और कहीं नगरपालिका का कार्य उन्हें अतिरिक्त तौर पर दिया जाता है। इस सम्बन्ध में यह प्रश्न उठाया गया है कि क्या नगरपालिका के कार्य की बाबत इन अधिकारियों की रिपोर्ट अलग से लिखी जानी चाहिए या जो रिपोर्ट इन अधिकारियों की बतौर उप मण्डल अधिकारी/सामान्य सहायक कार्य करते हुए लिखी जाती हैं उनमें नगरपालिका के कार्य का वर्णन भी किया जाना चाहिए।

2. इस मामले पर विचार कर यह निर्णय लिया गया है कि जहां ऐसे अधिकारियों के पास नगरपालिका के पद का चार्ज अतिरिक्त तौर पर है वहां नगरपालिका के कार्य के बारे में अलग रिपोर्ट लिखे जाने की आवश्यकता नहीं है। केवल उन अधिकारियों को नगरपालिका के कार्य के बारे में अलग रिपोर्ट लिखी जानी होगी जहां वे केवल नगरपालिका के प्रशासक के पद पर कार्य कर रहे हैं।

हस्ता / -

प्रेम नाथ टंडन

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 6143-3 एस-74 /

दिनांक चण्डीगढ़ 20-11-74

एक-एक प्रति आयुक्त, अम्बाला तथा हिसार मण्डल को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है: -

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति आयुक्त एवं सचिव, हरियाणा सरकार, स्थानीय शासन विभाग, मन्त्री स्थानीय शासन विभाग हरियाणा को सूचनार्थ भेजी जाती है।

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 182-3 एस-75/4694

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

- (1) सभी विभागाध्यक्ष
- (2) मण्डलों के आयुक्त तथा हरियाणा के सभी उपायुक्त।

दिनांक चण्डीगढ़ 17 फरवरी, 1975

विषय: - आई.एस.एस/ एच.सी.एस. अधिकारियों की वार्षिक गोपनीय रिपोर्ट लिखवाने के लिए फार्म निर्धारित करना।

महोदय,

उपरोक्त विषय की ओर ध्यान दिलाते हुए मुझे यह कहने का निदेश हुआ है कि राज्य सरकार के ध्यान में आया है कि विभागों तथा विभागों के अधीन कारपोरेशनों में काम करने वाले आई.एस.एस./एच.सी.एस. अधिकारियों की वार्षिक गोपनीय रिपोर्ट भिन्न-भिन्न विभागों द्वारा विभिन्न फार्मों में लिखवाई जाती हैं। अतः मामले में एकरूपता लाने के लिए सरकार ने अब यह निर्णय लिया है कि आई.एस.एस. अधिकारियों की वार्षिक गोपनीय रिपोर्ट भारत सरकार द्वारा निर्धारित किए गए फार्म में लिखी जाया करे, चाहे वह आई.एस.एस. अधिकारी हेडक्वार्टर पर कार्य करते हों या फील्ड में या राज्य सरकार की किसी करपोरेशन में। इस फार्म की एक प्रति सूचनार्थ संलग्न है।

2. जहां तक एच.सी.एस. अधिकारियों का सम्बन्ध है, राज्य सरकार ने निर्णय किया है कि इन अधिकारियों की वार्षिक गोपनीय रिपोर्ट भी राज्य सरकार द्वारा निर्धारित किए गए फार्म में लिखी जाया करें। इस फार्म की एक प्रति भी संलग्न है।

3. नियंत्रक, मुद्रण तथा लेखन सामग्री, हरियाणा को यह अनुरोध किया जा रहा है कि वह दोनों प्रकार के फार्मों को छाप कर आवश्यक प्रतियां अपने स्टॉक में रख लें ताकि आवश्यकता पड़ने पर विभाग उन फार्मों को वहां से मंगवा सके।

आपसे अनुरोध है कि आई.एस.एस./एच.सी.एस. अधिकारियों की वार्षिक गोपनीय रिपोर्टें निर्धारित फार्मों में ही लिखी जाएं।

भवदीय,

हस्ता / -

(प्रेमनाथ टण्डन)

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 182-3 एस-75/4695

दिनांक 17 फरवरी, 1975

एक प्रति अनुलग्नकों सहित निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है:-

- (1) वित्तायुक्त हरियाणा,
- (2) हरियाणा के सभी प्रशासकीय सचिव

उन से अनुरोध है कि उनके अधीन या उनके विभाग के अधीन कारपोरेशनों में काम करने वाले आई.ए.एस तथा एस.सी.एच. अधिकारियों की वर्ष 1974-75 की वार्षिक गोपनीय रिपोर्ट साथ लगे नए फार्मों में ही लिखवाई जाए।

हस्ता -

(प्रेम नाथ टंडन)

अवर सचिव, प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार।

पृ. क्रमांक 182-3 एस-75/4696

दिनांक 17 फरवरी, 1975

एक प्रति नियंत्रक, मुद्रण तथा लेखन सामग्री हरियाणा को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है। उनसे प्रार्थना है कि साथ लगे दोनों फार्मों को छपवाकर प्रैस के स्टॉक में रख लें ताकि विभाग आवश्यकतानुसार उन फार्मों की प्रतियां प्रैस से मंगवा सके। यह भी अनुरोध किया जाता है कि इन फार्मों की पांच-पांच सौ प्रतियां शीघ्र इस विभाग के प्रयोग के लिए भिजवा दें।

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

FORM OF CONFIDENTIAL REPORTS

(See Rule 4 of the All India Services (Confidential Rolls) Rules, 1970)

Report for the year/period ending _____

Personal Data

PART I

(To be filled by the Government)

1. Name of Officer
2. The name of the service to which the officer belongs
3. Date of birth
4. Date of continuous appointment to the present grade
5. Present post held and the date of appointment thereto
6. Period of absence from duty on leave, training, etc. during the year.

PART II Assessment by the Reporting Authority

1. State of Health
2. General Assessment

This should contain an overall assessment of the officer's personality, his good qualities and shortcomings and should in particular touch on the following points ; viz. quality of mind originality and comprehension ; knowledge of work ; power of expression on paper & in discussion; power of acquiring general information, attention to detail, industry and conscientiousness ; judgement, speed of disposal; willingness to accept responsibility and take decisions, relations with subordinates and colleagues ; public relations.

If the officer has been reprimanded for indifferent work or, for other causes during the period under review, brief particulars should be given. If the officer has done any outstanding notable work meriting commendation, brief mention should be made.

3. Integrity.

Signature of the Reporting Authority

Name in Block Letters _____

Designation _____

Date _____

Assessment by reporting authorities (continued). (Space to be utilized where there is more than one reporting authority.)

PART III Remarks of the reviewing authority

1. Length of service under Reviewing Authority
2. Do you agree or disagree with the assessment of the officer given by the Reporting Authority? Is there any thing you wish to modify or add ?
3. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about the outstanding work of the Officer.
4. (a) Fitness for promotion to higher grade(s) in his turn
 - (i) Fit
 - (ii) Not yet fit
 - (iii) Unfit
- (b) Has the Officer any special characteristics and /or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn ? If yes, please mention these characteristics briefly.
- (c) Recommendations regarding suitability for other spheres of work.

Signature of the Reviewing Authority
Name in Block Letters _____
Designation _____
Date _____

Assessment by reviewing authorities (continued). (Space to be utilized where there is more than one reviewing authority).

PART 4 Remarks of the accepting authority

(i.e. Next Superior Officer)

Signature of the Accepting Authority
Name in Block Letters _____
Designation _____
Date _____

साल.....

एच.सी.एस. अधिकारियों के कार्य पर गोपनीय रिपोर्ट

रिपोर्ट का काल/समय

अधिकारी का नाम व पद

रिपोर्ट लिखने व रिव्यू करने वाले प्राधिकारियों के नाम: -

- (i) Recording of remarks on the CR is a work of an important nature and therefore due attention should be paid to it by the reporting authority.
- (ii) The report should contain a general appraisal of the work and the conduct of the officer, his personality, the quality of his mind, his capability to discharge the duties of his office.
- (iii) In the case of S.D.Os. and other Field Officers, the report should also contain remarks about knowledge of revenue law, behaviour towards the public, communal tendencies, if any, willingness and interest in serving the people, accessibility, relation with subordinates and colleagues etc.
- (iv) In the case of officers posted in the Secretariat the report should also contain remarks about knowledge of work, power of expression on paper and in discussion, power of acquiring information, attention to detail and speed of disposal etc.
- (v) If the officer has been reprimanded for indifferent work or for other causes during the period under review, brief particulars should be given. If the officer has done any outstanding or notable work meriting commendation, brief mention, should be made.
- (vi) The reporting authorities should also indicate whether the defects (if any) reported were ever brought to the notice of the officer concerned orally or in writing.
- (vii) The report should contain in remarks about the reputation for integrity of the officer. Special care should be exercised in recording remarks, such remarks should, as far as possible, be supported against integrity, by reasons/instances.

रिमाकंस

समस्त निर्धारण :-

(उत्कृष्ट, बहुत अच्छा, अच्छा,

औसत, औसत से नीचे)

No. 953-3S-75/

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments ,
Commissioners of Divisions,

All Deputy Commissioners and
Sub Divisional Officers Haryana.

Dated Chandigarh, the 1st May, 1975

Subject : Conveying of adverse remarks.

Sir,

I and directed to refer to the Haryana Government circular letter No. 5990-3S-73/10852, dated the 7th May, 1974 on the Subject noted above in which is was again emphasised that the adverse remarks wherever recorded in the annual confidential report should be conveyed promptly as failure to convey such remarks nullifies the very purpose of maintaining the annual confidential record.

2. Despite repeated instructions, instances have come to the notice of the Government where in adverse remarks given in the earlier confidential reports were not conveyed to the persons concerned. Some Department have also been seeking the advice of the Government when questions regarding promotion, crossing of efficiency bar or retention in Government service beyond the age of 50/55 years of the employee arise, where the uncommunicated adverse remarks appearing in the earlier confidential reports could be communicated to the officer/official concerned at a belated stage.

3. The Government has carefully considered the whole matter and had decided that it would not be proper to convey very old adverse remarks appearing in the earlier reports as it would put the concerned officer/official at undue disadvantage in the matter of submission of representations. It has, therefore, been decided that the uncommunicated adverse remarks appearing in reports earlier than for the year 1971-72 should not be conveyed now and that the uncommunicated adverse remarks should not be taken into consideration when cases for promotion, crossing of efficiency bar and retention is service beyond the age of 50/55 years are decided. However, adverse remarks, if any appearing in the annual confidential reports for the years 1971-72, 1972-73 and 1973-74 which have not been conveyed so far should be conveyed to the officer/official concerned immediately. It is again requested that you should kindly ensure that adverse remarks given in the annual confidential reports for the year 1971-72 and onwards are conveyed promptly. In future any lapse on the part of the competent authority in the matter of conveying to the officer/official concerned adverse remarks which should have been conveyed will be viewed seriously.

4. In order to ensure that the action in conveying the adverse remarks is taken invariably and that no lapse takes place, you should kindly nominate an officer in your Department for this work and

Compendium of Instructions on Performance Appraisal – Vol. VII

his designation should be intimated to the Chief Secretary to Government in the Service Department. This officer shall furnish a certificate to the concerned authority as indicated in para 2 of the letter dated the 7th May, 1974 referred to above at the end of June each year (in the case of Educational Department at the end of October each year) that adverse remarks given in the A.C.Rs. maintained in that Department have been communicated to the officer/official concerned.

5. Receipt of this letter may kindly be acknowledged .

Yours Faithfully

Sd/-

Deputy Secretary, Political Services
for Chief Secretary to Government, Haryana.

A copy is forwarded to the Financial Commissioner, Haryana and All Administrative Secretaries to Government, Haryana for information and necessary action.

क्रमांक 5321-3 एस-75/16049

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष तथा
 - (2) आयुक्त अम्बाला तथा हिसार मण्डल।
- दिनांक, चण्डीगढ़, 5 जून, 1975

विषय:- विभागाध्यक्षों (अखिल भारतीय सेवा अधिकारियों को छोड़कर) तथा लोक निर्माण विभाग में अधीक्षक इंजीनियरों की वार्षिक गोपनीय रिपोर्टों बारे।

महोदय,

मुझे यह निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर इस विभाग के परिपत्र क्रमांक 3461-3 एस 74/12910, दिनांक 3 जून, 1974 की ओर दिलाऊं और बताऊं कि सरकार के ध्यान में आया है कि कुछ विभागों द्वारा उपरोक्त परिपत्र द्वारा जारी की गई हिदायतों को ठीक प्रकार (Interpret) नहीं किया जा रहा है तथा मुख्यमंत्री को यह गोपनीय रिपोर्ट्स प्रस्तुत करने से पहले विभागीय मंत्री द्वारा रिमार्कस दर्ज नहीं किए जा रहे हैं। मुझे यह स्पष्ट करने का निर्देश हुआ है कि अधीक्षक इंजीनियरों के मामलों में यह रिपोर्ट्स मुख्य मंत्री को फाईनल (Accepting authority) के रूप में भेजने से पूर्व इन्हें विभागीय मंत्री को भी (First accepting authority) के रूप में रिमार्कस दर्ज करने के लिए भेजी जाया करें। कृपया इन हिदायतों को अनुपालना के लिए नोट कर लिया जाए तथा इस पत्र की पावती भेजी जाए।

भवदीय,

उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति वित्तायुक्त हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 7102 - 3 एस - 75 / 27446

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

हरियाणा के सभी विभागाध्यक्ष,
आयुक्त अम्बाला तथा हिसार मण्डल,
हरियाणा के सभी उपायुक्त तथा उपमण्डल अधिकारी।

दिनांक, चण्डीगढ़, 8 सितम्बर, 1975

विषय: - **जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट लिखने बारे।**

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 1430 - 3 एस - 71 / 5968, दिनांक 30 - 3 - 1971 की ओर दिलाऊँ और बताऊँ कि सरकार के देखने में आया है कि लोक निर्माण विभाग के कार्यकारी अभियन्ताओं, जिनका कार्य क्षेत्र (Revenue district Co-terminus) नहीं है और आमतौर पर एक से अधिक जिलों में होता है, की गोपनीय रिपोर्ट पर केवल उसी जिले के उपायुक्त से (निर्धारित तीन पहलुओं पर) रिमार्कस रिकार्ड करवाये जाते हैं, जिस जिला में उस कार्यकारी अभियन्ता का मुख्यालय (Head quarter) हो। यह प्रथा ठीक नहीं है। अतः इन हिदायतों को और स्पष्ट करते हुए मुझे यह कहने का निदेश हुआ है कि जिन कार्यकारी अभियन्ताओं या अन्य अधिकारियों (जिन की वार्षिक गोपनीय रिपोर्ट पर उपायुक्त अपने रिमार्कस लिखने के लिए समक्ष है) का कार्य क्षेत्र एक से अधिक जिलों में हो तो ऐसे सभी अधिकारियों की गोपनीय रिपोर्ट पर निर्धारित तीन बिंदुओं पर उन सभी उपायुक्तों द्वारा रिमार्कस लिखे जाने चाहिए जिन-जिन जिलों में उन अधिकारियों का कार्य क्षेत्र हो। लोक निर्माण विभाग के कार्यकारी इंजीनियरों की गोपनीय रिपोर्ट लिखवाने के लिए प्रोसीजर यह होगा कि अधीक्षक इंजीनियर द्वारा ऐसे कार्यकारी इंजीनियर की रिपोर्ट (initiate) की जानी चाहिए और उसके बाद वह रिपोर्ट सभी संबंधित उपायुक्तों (जिस-जिस जिला में कार्यकारी इंजीनियर पर कार्य क्षेत्र पड़ता हो) में से कनिष्ठ उपायुक्त से रिमार्कस पहले रिकार्ड करवाये जाएँ और उसके बाद वह रिपोर्ट उनसे वरिष्ठ उपायुक्त को तथा अन्त में वरिष्ठतम उपायुक्त को रिमार्कस रिकार्ड करने हेतु भेजी जाए अर्थात् कार्यकारी इंजीनियर की रिपोर्ट सम्बन्धित उपायुक्तों में से (Junior most) उपायुक्त से (Senior most) उपायुक्त को बारी-बारी अपने रिमार्कस रिकार्ड करने के लिए भेजी जायेगी। (Senior most) उपायुक्त द्वारा यह रिपोर्ट विभाग की अगली एथोरिटी अर्थात् मुख्य इंजीनियर को भेज दी जाए। लोक निर्माण विभाग (बी.एण्ड.आर., जन स्वास्थ्य तथा सिंचाई) कृपया कार्यकारी इंजीनियर के गोपनीय रिपोर्ट फार्म में उपरोक्त अनुसार उपायुक्तों से रिमार्कस रिकार्ड करवाने बारे आवश्यक (Provision) कर लें तथा उस फार्म में यह निर्दिष्ट किया जाए कि (Senior most) उपायुक्त द्वारा रिमार्कस लिखे जाने के बाद वह रिपोर्ट अगली किसी एथोरिटी को भेजी जाए। यह निर्णय वर्ष 1974 - 75 रिपोर्ट से लागू होगा। 1974 - 75 की जो रिपोर्ट केवल मुख्यालय के उपायुक्त द्वारा ही लिखी गई है उन केसों में जब अन्य उपायुक्तों को जिन से यह रिपोर्ट लिखवानी रह गई हो (Separate A.C.R., Proforma) भेजकर उक्त (Policy) के मुताबिक रिपोर्ट्स मुकम्मल करवा ली जाए।

भवदीय,

उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती हैं: -

- (1) वित्तायुक्त, हरियाणा।
- (2) हरियाणा के सभी प्रशासकीय सचिव।

क्रमांक 12060 3 एस.-75/36710

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष,
आयुक्त अम्बाला तथा हिसार मण्डल, तथा
हरियाणा के सभी उपायुक्त एवं उपमण्डल अधिकारी।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा
हरियाणा के सभी जिला तथा सत्र न्यायाधीश।

दिनांक, चंडीगढ़ 16 दिसम्बर, 1975

विषय :- गोपनीय रिपोर्ट फाइलों बारे।

महोदय,

उपरोक्त विषय की और ध्यान दिलाते हुए मुझे यह कहने का निदेश हुआ है कि सरकार के ध्यान में आया है कि कभी-कभी वार्षिक गोपनीय रिपोर्ट्स व ऐसी फाइलें जिन में गोपनीय रिपोर्ट होती है, लापरवाही से अन्य विभागों को भेज दी जाती है। कभी-कभी तो ऐसे (documents/files), खुले तौर पर, सचिवालय को circulating branch के माध्यम से ही विभागों में प्राप्त होते हैं। यह विधि असंतोषजनक है तथा इस प्रकार से ऐसे मामलों की गोपनीयता सुनिश्चित नहीं की जा सकती। अतः मुझे आप से अनुरोध करने का निदेश हुआ है कि भविष्य में ऐसे सभी cases जिन में ए. सी. आर.ज. या ए. सी. आर. फाइलें हों उन पर confidential लिखा जाना चाहिए और उन्हें गोपनीय रूप से मोहर बंद लिफाफे में भेजना चाहिए। आइन्दा ऐसे document/files लापरवाही से भेजने का गम्भीर दृष्टिकोण लिया जाएगा।

कृपया इस पत्र को सभी सम्बन्धितों के ध्यान में उचित कार्यवाही हेतु ला दिया जाए और इस पत्र को पावती भी भेजी जाए।

उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा के वित्तायुक्त तथा सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

भवदीय,
उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

वित्तायुक्त हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिव।

अशासकीय क्रमांक 12060-3 एस-75

दिनांक चण्डीगढ़, दिसम्बर, 1975

क्रमांक 9776-3 एस-75

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष,
आयुक्त अम्बाला व हिसार मण्डल तथा
हरियाणा के सभी उपायुक्त एवं उपमण्डल अधिकारी।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा
हरियाणा के सभी जिला तथा सत्र न्यायाधीश।
दिनांक, चण्डीगढ़, 22 जनवरी, 1976

विषय :- तदर्थ आधार पर नियुक्त कर्मचारियों/अधिकारियों की वार्षिक गोपनीय रिपोर्ट्स बारे।

महोदय,

सरकार के ध्यान में आया है कि कई विभागों में तदर्थ आधार पर कार्य करने वाले कर्मचारियों/अधिकारियों की गोपनीय रिपोर्ट्स नहीं लिखवाई जा रही हैं, जबकि गोपनीय रिपोर्ट्स सम्बन्धी समेकित हिदायतों में ऐसी कोई व्यवस्था नहीं है कि ऐसे कर्मचारियों की गोपनीय रिपोर्टें न लिखी जाये और न हिदायतों के अनुकूल नहीं है अतः मुझे आपको यह कहने का निदेश हुआ है कि तदर्थ आधार पर लगे कर्मचारियों की वार्षिक गोपनीय रिपोर्ट्स नियमित तौर पर लिखवाई जाया करें। आपसे अनुरोध है कि ये हिदायतें आपके अधीन कार्य कर रहे सभी रिपोर्टिंग अथॉर्टीज के ध्यान में दृढ़ता से पालन करने के लिए ला दी जाये।

कृपया इस पत्र की एक पावती भेजें।

भवदीय,
उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति वित्तायुक्त, हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 5158 - 3 एस - 76 / 19330

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

- (1) हरियाणा के सभी विभागाध्यक्ष,
आयुक्त, अम्बाला तथा हिसार मण्डल,
हरियाणा के सभी उपायुक्त तथा उपमण्डल अधिकारी।
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा
उच्च न्यायालय तथा हरियाणा के सभी
जिला तथा सत्र न्यायाधीश।

दिनांक 21 जुलाई, 1976

विषय: - **वार्षिक गोपनीय रिपोर्ट फार्म के प्रत्येक पृष्ठ पर रिपोर्ट लिखे जाने वाले कर्मचारी / अधिकारी का नाम लिखने बारे।**

महोदय,

उपर्युक्त विषय की ओर ध्यान दिलाते हुए मुझे यह कहने का निदेश हुआ है कि यह नोटिस में आया है कि जो वार्षिक गोपनीय रिपोर्ट एक से अधिक पृष्ठ पर लिखी होती हैं उनके प्रत्येक पृष्ठ पर प्रायः रिपोर्ट लिखे जाने वाले अधिकारी / कर्मचारी का नाम नहीं लिखा जाता जिससे यह स्पष्ट नहीं होता कि यह पृष्ठ किस कर्मचारी की रिपोर्ट से सम्बन्धित है। अतः यह निर्णय लिया गया है कि वार्षिक गोपनीय रिपोर्टों के हर पृष्ठ पर कर्मचारी / अधिकारी का नाम लिखा जावे। आप से अनुरोध है कि आप कृपया इन हिदायतों को सभी सम्बन्धित अधिकारियों के ध्यान में लायें और यह सुनिश्चित किया जाये कि इनका दृढ़ता से पालन किया जाता है।

भवदीय,

हस्ता / -

उप सचिव, सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

वित्तायुक्त, हरियाणा।

- (1) हरियाणा के सभी प्रशासकीय सचिव।

अशा: क्रमांक 5158 - 3 एस - 76 /

दिनांक 31 जुलाई, 1976

क्रमांक 6639-3 एस-76/24486

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष,
आयुक्त, अम्बाला तथा हिसार मण्डल,
हरियाणा के सभी उपायुक्त तथा उपमण्डल अधिकारी।
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा
उच्च न्यायालय तथा हरियाणा के सभी
जिला तथा सत्र न्यायाधीश।
दिनांक चण्डीगढ़, 9 सितम्बर, 1976

विषय - वार्षिक गोपनीय रिपोर्ट फार्म के प्रत्येक पृष्ठ पर रिपोर्ट की अविधि तथा रिपोर्ट लिखे जाने वाले कर्मचारी/अधिकारी का नाम लिखने बारे।

महोदय,

उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 5158-3 एस-76/19330, दिनांक 21-7-1976 की ओर दिलाया जाता है जिसमें यह सूचित किया था कि वार्षिक गोपनीय रिपोर्टों के प्रत्येक पृष्ठ पर रिपोर्ट लिखे जाने वाले कर्मचारी/अधिकारी का नाम लिखा जाए। इस मामले पर और विचार किया गया है और यह निर्णय लिया गया है कि जो वार्षिक गोपनीय रिपोर्टें एक से अधिक पृष्ठ पर लिखी जाती हैं उनके हर पृष्ठ पर सम्बन्धित कर्मचारी/अधिकारी का नाम लिखने के साथ-साथ प्रत्येक पृष्ठ पर रिपोर्ट की अविधि लिखी जाए तथा रिपोर्ट लिखने वाले सम्बन्धित अधिकारी द्वारा हस्ताक्षर भी किए जाएं। आपसे अनुरोध है कि कृपया इन हिदायतों को सभी सम्बन्धित अधिकारियों के ध्यान में ला दें और यह सुनिश्चित किया जाए कि इन हिदायतों की दृढ़ता से पालना की जाए।

भवदीय,

उप चचिव, सेवाएं एवं गृह,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है:-

- (1) वित्तायुक्त, हरियाणा।
- (2) हरियाणा के सभी प्रशासकीय सचिव।

क्रमांक 1267-3 एस-76/24570

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में

हरियाणा के सभी विभागाध्यक्ष,
मण्डलों के आयुक्त तथा
सभी उपायुक्त तथा उप मण्डल अधिकारी (सिविल)।

दिनांक, चण्डीगढ़, 13 सितम्बर, 1976

विषय: **उप मण्डल अधिकारियों (सिविल) द्वारा उप मण्डल, स्तरीय कर्मचारियों की गोपनीय रिपोर्ट लिखने सम्बन्धी नीति।**

महोदय,

उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 3062-3 एस-73, दिनांक 14-8-73 द्वारा जारी की गई हिदायतों के बारे में यह स्पष्ट किया जाता है कि जिन अधिकारियों/ कर्मचारियों (उदाहरणतया उप पुलिस अधीक्षक तथा हरियाणा राज्य बिजली बोर्ड के उप मण्डल अधिकारी) की गोपनीय रिपोर्टों पर उस मण्डल अधिकारी (सिविल) द्वारा निम्नलिखित बिन्दुओं पर अपने विचार अलग शीट पर लिखकर उपायुक्तों को भेजे जाने हैं, उनके बारे में सम्बन्धित उप मण्डल अधिकारी (सिविल) ने स्वयं ही अपने रिमार्क्स लिखकर सम्बन्धित उपायुक्तों को भेजने हैं और इस बारे में सम्बन्धित उपायुक्त की ओर से किसी मांग पत्र की प्रतीक्षा करने की आवश्यकता नहीं है।

(क) सम्बन्धित अधिकारी/ कर्मचारी द्वारा दिया गया सहयोग

(ख) ईमानदारी

भवदीय,

उप सचिव, सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति वित्तायुक्त तथा हरियाणा के सभी प्रशासकीय सचिवों को उपरोक्त पत्र के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

विषय: - नगरपालिकाओं के प्रशासकों की वार्षिक गोपनीय रिपोर्ट लिखवाने बारे नीति।

क्या आयुक्त एवं सचिव, हरियाणा सरकार स्थानीय शासन विभाग कृपया उपयुक्त विषय पर अपने अशा: क्रमांक 8264 - क - 76 दिनांक 16 - 9 - 76 की ओर ध्यान देंगे?

2. वर्तमान प्रथानुसार नगरपालिका के प्रशासक की वार्षिक गोपनीय रिपोर्ट उपायुक्त द्वारा initiate की जाती है, मण्डल के आयुक्त द्वारा review की जाती है तथा आयुक्त एवं सचिव स्थानीय शासन विभाग द्वारा accept की जाती है परन्तु यह प्रथा तभी applicable हो सकती है जबकि सचिव स्थानीय शासन विभाग मण्डल के आयुक्त के वरिष्ठ हो और जहां मण्डल के आयुक्त से सचिव स्थानीय शासन विभाग कनिष्ठ हों इस बारे में सरकार ने निर्णय लिया है कि ऐसे केसों में नगरपालिकाओं के प्रशासक की गोपनीय रिपोर्टें उपायुक्त द्वारा initiate की जाएं और सचिव स्थानीय शासन विभाग द्वारा पहले review की जाये तथा बाद में मण्डल के आयुक्त द्वारा review किये जाने के उपरान्त मंत्री - इंचार्ज द्वारा accept की जाएं। कृपया भविष्य में रिपोर्टें उपरोक्तानुसार ही लिखवाई जाया करें।

3. मुख्य मंत्री महोदय ने देख लिया है।

प्रेम नाथ टंडन
अवर सचिव, प्रशासन,
कृते मुख्य सचिव, हरियाणा सरकार।

आयुक्त एवं सचिव, हरियाणा सरकार स्थानीय शासन विभाग तथा आयुक्त अम्बाला / हिसार मण्डल को सूचनार्थ हेतु भेजी जाती है।

No. 8562-3S-76/32073

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments,
Commissioners Ambala & Hisar Divisions,
All Deputy Commissioners and all
Sub Divisional Officers (Civil) in Haryana.
- (ii) The Registrar,
Punjab & Haryana High Court and
all District and Sessions Judges in Haryana,
Dated Chandigarh, the 23rd November, 1976

Subject:- Writing of Confidential Reports by Government Servants who are retired prematurely.

Sir,

I am directed to address you on the subject noted above and to say that a clarification on this subject has been sought from the Government. It has been decided that annual confidential reports are not to be written by those Government servants who are being retired prematurely.

Yours faithfully,
Sd-
Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forwarded to Financial Commissioner, Haryana and All Administrative Secretaries to Government, Haryana.

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 8516-3S-76/33647

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioners of Divisions,
all Deputy Commissioners and Sub-Divisional Officers of Haryana.

Dated Chandigarh, the 17th December, 1976.

Subject:- Policy regarding Writing of Confidential Reports on Sub-Divisional level officials by Sub-Divisional Officers (Civil).

Sir,

I am directed to refer to para 4 of the Haryana Government circular Letter No. 3062-3S-73, dated the 14th August, 1973 and to say in continuation, that the Government has decided that Sub-Divisional Officers (Civil) will also record remarks on two aspects mentioned in para 1 of the circular letter referred to above in the case of Assistant Food and Supplies Officers and Sectional Officers of various Engineering Departments and Ziladars of the Irrigation Department posted in the Sub-Division after their reports have been initiated by the Departmental authorities. Para 4 of the circular letter dated 14-8-73 may be considered to have been amended to this extent.

Yours faithfully,

Sd/-

Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the Financial Commissioner, Haryana, and all Administrative Secretaries to Government Haryana.

No. 7116- 3S-76/3368

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments,
Commissioners Ambala and Hisar Divisions,
All Deputy Commissioners and all Sub-Divisional
Officers in Haryana.
2. The Registrar,
Punjab and Haryana High Court and
all District and Sessions Judges in Haryana.

Dated, Chandigarh the 14th February, 1977.

**Subject:- Writing of Confidential Report by reviewing /accepting authority/ authorities-
regarding.**

Sir,

I am directed to invite your attention to para 8 of the consolidated instructions regarding Confidential Reports, according to which if remarks on the work of an officer are not recorded by a reporting authority at the time of relinquishing the charge of his post or immediately on the transfer of his subordinate (s) within a reporting year (i.e. from the 1st April to 31st March of the year), then it is obligatory for the officer maintaining the annual confidential reports that when the annual confidential reports are being written at the end of the year he should ask them (except the officers who have already retired) to record their remarks on the confidential reports of those officers/officials in respect of whom these authorities are the initial reporting authorities. The said instructions are however silent as to who among the officers in the capacity of reviewing /accepting authorities is to report upon the work of a subordinate officer/official, if more than one such officer had seen the work of the officer of official reported upon during a particular year. I am to clarify that in such cases remarks are to be recorded only by that reviewing/accepting authority who may have last seen the work of the officer/ official reported upon in the reporting year for at least three months.

2. These instructions may kindly be brought to the notice of all concerned for strict compliance. To receipt of this communication may kindly be acknowledged.

Yours faithfully,

Deputy Secretary, Political & Services
for Chief Secretary to Govt. Haryana.

A copy is forwarded to the Financial Commissioner. Haryana (ii) all Administrative Secretaries to Govt. Haryana and the Principal Secretary/ Secretaries / Private Secretaries /Personal Assistants to Chief Minister/Ministers/Ministers of State for the information of Chief Minister/ Ministers/Ministers of State in Haryana.

क्रमांक 1731-3 एस.-77/20257

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

हरियाणा के सभी उपायुक्त, आयुक्त, अम्बाला/हिसार मण्डल।

दिनांक 26 जुलाई, 1977

विषय: जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट लिखने बारे।

महोदय,

उपर्युक्त विषय पर इस विभाग के परिपत्र क्रमांक 7102-3 एस-27446, दिनांक 8-9-75 की ओर ध्यान दिलाते हुए मुझे आप से यह अनुरोध करने का निदेश हुआ है कि जहां तक (1) कार्यकारी अभियन्ता, यांत्रिक जन स्वास्थ्य मण्डल अम्बाला छावनी (2) कार्यकारी अभियन्ता भूगर्भ जल अनुसंधान जन स्वास्थ्य मण्डल अम्बाला छावनी (3) कार्यकारी अभियन्ता योजना एवं अनुसंधान जन स्वास्थ्य मण्डल अम्बाला शहर व (4) कार्यकारी अभियन्ता, रूपांकन एवं योजना जन स्वास्थ्य मण्डल रोहतक, जिनका कार्यक्षेत्र एक से अधिक जिले में पड़ता है, का संबंध है संदर्भाधीन पत्र में निहित लागू नहीं समझी जायेंगी। इन चारों कार्यकारी अभियन्ताओं की गोपनीय रिपोर्ट लिखने बारे यह निर्णय लिया गया है कि इन कार्यकारी अभियन्ताओं की वार्षिक गोपनीय रिपोर्ट पर केवल उसी जिला के उपायुक्त द्वारा निर्धारित तीन पहलुओं पर टिप्पणी रिकार्ड की जाए, जिस जिले में इन कार्यकारी अभियन्ताओं का मुख्यालय Headquarter स्थित है।

भवदीय,

प्रेम नाथ टंडन,

अवर सचिव, प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति आयुक्त एवं सचिव हरियाणा सरकार जन स्वास्थ्य विभाग को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

No. 7165-3S-77/28840

From

The Chief Secretary to Government, Haryana.

To

All the Deputy Commissioners and
Superintendents of Police in Haryana.

Dated, Chandigarh, the 23rd September, 1977.

Subject:— Recording of annual confidential reports on the work of Superintendents of Police.

Sir,

I am directed to invite your attention to the Haryana Government letter No. 6718-3S-68/27185, dated the 14th October, 1968 on the subject noted above and to say that on reconsideration of the question of writing of annual confidential reports on the work of Superintendents of Police by the District Magistrates on the three aspects *i.e.* (i) reputation for honesty, (ii) dealings with the public ; and (iii) overall personality and efficiency in the matter of maintenance of law and order, it has been decided in partial modification of the aforesaid instructions that henceforth the District Magistrates will not initiate the annual confidential reports of the Superintendents of Police. However, the confidential reports on the work of Superintendents of Police will be recorded by the Deputy Inspector General of Police and submitted to the Inspector General of Police as was the practice prior to the issue of instructions referred to above.

2. It is further stated that the clarification issued with Haryana Government letter No. 6718-3S-68/27937 dated 1st November, 1968 is hereby withdrawn.

3. I am further to request that these instructions will be applicable for the writing of the confidential reports for the year 1977-78 and onwards.

4. These instructions may kindly be brought to the notice of all concerned for compliance.

Yours faithfully,
Deputy Secretary Political & Services
for Chief Secretary to Government Haryana

No. 7165-3S-77/28841

Dated Chandigarh, the 23rd September, 1977.

A copy each is forwarded for information to the Inspector General of Police, Haryana, the Commissioner, Ambala/ Hisar Division and the Deputy Inspector General of Police, Ambala/Hisar Range, the Commissioner and Secretary to Government Haryana, Home Department, for information.

विषय :- हरियाणा भवन नई दिल्ली में कार्य करने वाले अधिकारियों/कर्मचारियों की वार्षिक गोपनीय रिपोर्ट विशेष प्रतिनिधि द्वारा लिखने बारे।

क्या मुख्य सचिव, हरियाणा सरकार (न्यायाचार एवं प्रचार शाखा में) कृपया उपर्युक्त विषय पर अपने पृष्ठांकन क्रमांक 31/1/9-1 पी.पी. 78/4333, दिनांक 28-8-78 तथा अशा: क्रमांक 31/1/9-1 पी.वी-78 दिनांक 3-1-79 की ओर ध्यान देंगे?

2. उपर्युक्त पत्रों के साथ उन द्वारा भेजे गये इस प्रस्ताव से यह विभाग सहमत है कि हरियाणा भवन में काम करने वाले अधिकारियों/कर्मचारियों की वार्षिक गोपनीय रिपोर्टें विशेष प्रतिनिधि हरियाणा द्वारा भी लिखी जाएं। अब चूंकि विशेष प्रतिनिधि हरियाणा के पद पर अति उच्च दर्जे के अधिकारी नियुक्त हैं अतः उनके अशा. क्रमांक 31/1/9-1 पी.पी-78 दिनांक 31-1-79 के साथ भेजे गये विशेष प्रतिनिधि के पत्र क्रमांक एस.आर-78/2376, दिनांक 26-10-78 के कालम 5 में बताई गई proposed channel writing of A.C.R. में इस हद तक संशोधन कर लिया जाए कि हरियाणा भवन के सम्बन्धित अधिकारियों/ कर्मचारियों की गोपनीय रिपोर्टें Special Representative-cum-Additional Chief Secretary to Govt. Haryana से अन्त में लिखवाई जाएंगी अर्थात् वह Special Representative-cum-Additonal Chief Secy. to Govt. Haryana इन सभी अधिकारियों/ कर्मचारियों की वार्षिक गोपनीय रिपोर्टें लिखने के सिलसिले में final accepting authority होंगे।

3. चूंकि Special Representative-cum-Additional Chief Secretary महोदय ने इस पद का कार्यभार हाल ही में सम्भाला है इसलिये इन द्वारा 1976-79 की ACRs नहीं लिखी जानी। अतः वर्ष 1978-79 की गोपनीय रिपोर्टें विशेष प्रतिनिधि के पत्र क्रमांक एस.आर.78/2376, दिनांक 26-10-78 के column पांच में सुझाये गए प्रस्तावानुसार ही लिखी जायेंगी और भविष्य में इन कर्मचारियों की गोपनीय रिपोर्टें उपरोक्त पैरा-2 के अनुसार लिखी जायेंगी।

4. उनसे अनुरोध है कि मामले में आवश्यक हिदायतें सम्बन्धित विभागों को जारी कर दें और उसकी एक प्रति इस विभाग को भी भेज दें।

हस्ता / -

अवर सचिव, प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति विशेष प्रतिनिधि - कम- अतिरिक्त मुख्य सचिव, हरियाणा सरकार, हरियाणा भवन, कॉपरनिकस रोड, नई दिल्ली को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 30/77/79-एल (1)

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

- (1) सभी विभागाध्यक्ष, मण्डलिय आयुक्त, सभी उपायुक्त तथा उप मण्डल अधिकारी।
 - (2) रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट चण्डीगढ़ तथा सभी जिला एवं सत्र-न्यायाधीश।
- दिनांक चण्डीगढ़ 14 मार्च, 1980

विषय - गोपनीय रिपोर्टों बारे समेकित हिदायतें।

महोदय,

उपर्युक्त विषय पर संयुक्त पंजाब सरकार के परिपत्र क्रमांक 2334-ए.एस.आई 60/15708 दिनांक 3-3-1960 द्वारा जारी की गई तथा समय-समय पर संशोधित हिदायतों की ओर आपका ध्यान दिलाने तथा यह कहने का निदेश हुआ है कि राज्य सरकार ने यह निर्णय लिया है कि सरकारी कर्मचारियों द्वारा की गई सेवाओं के सम्बन्ध में यदि उन्हें कोई मैडल आदि दिया जाए तो उस सम्बन्ध में जो अधिसूचनाएं/पत्र जारी किये जाएं, उनकी प्रतियां

सम्बन्धित कर्मचारी/ अधिकारी की गोपनीय रिपोर्ट फाईल में भी रख दी जाए।

2. उपर्युक्त निर्णय के अनुसरण में निम्नलिखित sub-para(g) गोपनीय रिपोर्ट्स से सम्बन्धित समेकित अनुदेश के पैरा 13 (i)(f) के नीचे जोड़ दिया जाए।

"13(i)(g) a copy of notification/ letter regarding award of medal to a Government employee in recognition of his service.

भवदीय,

हस्ता / -

अवर सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति निम्नलिखित को सूचनार्थ भेजी जाती है: -

वित्तियुक्त, हरियाणा सरकार। सभी प्रशासकीय सचिव, हरियाणा सरकार।

Compendium of Instructions on Performance Appraisal – Vol. VII

क्रमांक 30/14/80-एस.

प्रेषक

मुख्य सचिव, हरियाणा सरकार

सेवा में

आयुक्त, अम्बाला/हिसार मण्डल,
सभी उपायुक्त तथा उप-मण्डल अधिकारी।

दिनांक चण्डीगढ़, 23 मई, 1980

विषय :- इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्ट लिखने बारे नीति।

महोदय,

उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र दिनांक 1430-3 एस.-71/5968 दिनांक 30-3-71, क्रमांक 2390-3 एस.-72-10913 दिनांक 19-4-1972 तथा क्रमांक 3062-3 एस-73 दिनांक 14-8-1973 की ओर दिलाते हुए मुझे यह कहने का निदेश हुआ है कि इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्टों में उप मण्डल अधिकारियों (ना.), उपायुक्तों एवं मण्डल आयुक्तों द्वारा टिप्पणी रिकार्ड करने के प्रश्न पर राज्य सरकार द्वारा पुनः विचार किया गया है और यह निर्णय लिया गया है कि भविष्य में कथित सिविल अधिकारी, इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्टों में अपनी टिप्पणी नहीं लिखेंगे। यह निर्णय वर्ष 1980-81 के लिए लिखी जाने वाली रिपोर्टों से लागू होगा। इस विषय पर समय-समय पर जारी की गई सभी हिदायतों को तदानुसार संशोधित समझा जाए।

कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता / -

उप सचिव, राजनैतिक एवं सेवाएं
कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 30/14/80-एस.

दिनांक चण्डीगढ़ 23 मई, 1980

एक-एक प्रति निम्नलिखित को सूचनार्थ प्रेषित है:-

प्रमुख अभियन्ता, लोक निर्माण (भवन तथा सड़कें), प्रमुख अभियन्ता, लोक निर्माण (सिंचाई)

क्रमांक 30/82/79-एस.

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

आयुक्त, अम्बाला / हिसार मण्डल तथा हरियाणा में सभी उपायुक्त।

दिनांक चण्डीगढ़ 30 मई, 1980

2 जून 1980

विषय: **भूमि अभिग्रहण अधिकारियों (L.A.Os) की वार्षिक गोपनीय रिपोर्टें लिखने बारे नीति।**

महोदय,

उपर्युक्त विषय पर आपका ध्यान दिलाते हुए मुझे यह कहने का निदेश हुआ है कि राज्य सरकार के ध्यान में यह बात लाई गई है कि विभिन्न विभागों में नियुक्त भूमि अभिग्रहण अधिकारियों जोकि साधारणतया एच.सी.एस. अधिकारी होते हैं, की वार्षिक गोपनीय रिपोर्टें लिखने बारे इस समय कोई समान (uniform) नीति नहीं है। अतः इस विषय पर विचार उपरान्त राज्य सरकार द्वारा यह निर्णय लिया गया है कि जिलों में लोक निर्माण (B&R) तथा irrigation/drainage आदि विभागों के लिए नियुक्त भूमि अभिग्रहण (L.A.Os) की वार्षिक गोपनीय रिपोर्टें जहां L.A.O का मुख्यालय हो वहां का उपायुक्त initiate करेगा तथा सम्बन्धित मुख्य अभियन्ता reviewing authority होगा और वित्तायुक्त accepting authority होंगे। यह निर्णय वर्ष 1980-81 के लिए लिखी जाने वाली गोपनीय रिपोर्टें से लागू होगा।

कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता / -

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 30/82/79-एस

दिनांक चण्डीगढ़ 2 जून, 1980

एक - एक प्रति निम्नलिखित को सूचनार्थ प्रेषित है: -

प्रमुख अभियन्ता, लोक निर्माण विभाग (भवन तथा सड़कें), प्रमुख अभियन्ता, लोक निर्माण विभाग (सिंचाई), प्रमुख अभियन्ता, लोक निर्माण विभाग (जन स्वास्थ्य) कृपया इस पत्र की पावती भेजी जाए।

क्रमांक 30/27/80-एस. (I) (ए)

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

आयुक्त अम्बाला, हिसार मण्डल।

दिनांक चण्डीगढ़ 30 अक्टूबर, 1980

विषय :- **वार्षिक गोपनीय रिपोर्टें - अनुसूचित जातियों/ जन जातियों के विकास तथा संरक्षण हेतु किए गए कार्य बारे टिप्पणी।**

महोदय,

उपर्युक्त विषय पर राज्य सरकार ने यह निर्णय लिया है कि उपायुक्तों/ पुलिस अधीक्षकों तथा उप मण्डल अधिकारियों (ना.) उपाधीक्षक पुलिस की वार्षिक गोपनीय रिपोर्ट लिखने हेतु निर्धारित फार्मों में एक और कालम जोड़ दिया जाये जिसमें Effectiveness in the development and protection of Scheduled Castes/Scheduled Tribes के बारे Reporting Authority द्वारा टिप्पणी दी जाए और वह टिप्पणी निम्नलिखित बिंदुओं पर हो:-

- (a) Attitude towards Scheduled Castes/Scheduled Tribes.
- (b) Sensitivity to Social Justice.
- (c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes/Scheduled Tribes.
- (d) Effectiveness in bringing about the development of Scheduled Castes/Scheduled Tribes.

निर्धारित फार्मों का तदानुसार संशोधन करके अग्रिम कार्यवाही की जाए। यह निर्णय वर्ष 1980-81 के लिए लिखी जाने वाली रिपोर्टों से लागू होगा।

कुपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

पृष्ठांकन क्रमांक 30/27/80-एस. (I) (ए)

दिनांक चण्डीगढ़ 30 अक्टूबर, 1980

एक-एक प्रति राज्य में सभी उपायुक्तों, पुलिस अधीक्षकों, उप मण्डल अधिकारियों (ना.) उपाधीक्षक पुलिस को सूचनार्थ प्रेषित है।

क्रमांक 36/21/81 - एस- I

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

आयुक्त, अम्बाला / हिसार मण्डल,
सभी उपायुक्त तथा उप मण्डल अधिकारी।

दिनांक, चण्डीगढ़ 9 जून 1981

विषय :- इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्ट लिखने बारे।

महोदय,

उपर्युक्त विषय पर कृपया हरियाणा सरकार के परिपत्र क्रमांक 30/14/80 - एस, दिनांक 23 मई, 1980 की ओर ध्यान दें जिसमें यह कहा गया था कि भविष्य में उप मण्डल अधिकारी (नागरिक), उपायुक्त तथा मण्डलीय आयुक्त इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्टों में अपनी टिप्पणी नहीं लिखेंगे।

2. इस सम्बन्ध में मुझे आपको यह सूचित करने का निर्देश हुआ है कि हरियाणा सरकार द्वारा इस मामले पर पुनः विचार उपरांत यह निर्णय लिया गया है कि पूर्व प्रथा जिसके अनुसार उप मण्डल अधिकारी (नागरिक) उपायुक्त तथा मण्डलीय आयुक्त इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्ट में अपनी टिप्पणी दिया करते थे पुनः लागू कर दी जाये। अतः राज्य सरकार के परिपत्र क्रमांक 30/14/80 एस. दिनांक 23 मई, 1980 के जारी होने से पहले इस विषय पर जो हिदायतें लागू थीं कृपया उन्हें पुनः लागू समझा जाये और उसके अनुसार कार्यवाही की जाये। यह निर्णय वर्ष 1981-82 के लिये लिखी जानी वाली रिपोर्टों से लागू होगा।

कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता / -

विशेष कार्य अधिकारी, प्रशासकीय अधिकारी

कृते: मुख्य सचिव, हरियाणा सरकार।

पृ. क्रमांक 36/21/81 एस (I)(I)

दिनांक 9 जून, 1981

एक-एक प्रति निम्नलिखित को इस विभाग के पृ. क्रमांक 30/14/80-एस. दिनांक 23 मई, 1980 के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु प्रेषित है।

प्रमुख अभियन्ता, लोक निर्माण (भवन तथा सड़क) प्रमुख अभियन्ता, लोक निर्माण (सिंचाई) प्रमुख अभियन्ता, लोक निर्माण (जन स्वास्थ्य) कृपया इस पत्र की पावती भेजी जाये।

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 36/36/81-S (I)

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments ;
The Commissioners, Ambala and Hisar Divisions ; All Deputy Commissioners
and all Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana
High Court, Chandigarh.

Dated Chandigarh, the 23rd February, 1982.

Subject:— Confidential reports—Consolidated instructions regarding.

Sir,

I am directed to refer to Composite Punjab Government Consolidated Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that the Government have decided to make the following further amendments in the instructions :—

The existing Paragraphs 8(i) and 8(ii) may be substituted as under :—

8 (i) If an officer (a) relinquishes the charge of his post during a reporting year on account of his transfer or retirement or (b) one of his subordinates is transferred or retires during the reporting year, such officer may record remarks in the Confidential files of the officer(s) subordinate to him in respect of the relevant period of the reporting year provided he has not recorded such remarks previously in respect of the same reporting year. Such remarks should be recorded by the retiring officer before the date of his retirement and by other officers as early as possible after relinquishing charge of his previous post.

8 (ii) If there is a change in portfolios, a Minister or a Minister of State (incharge of any Department) may if he had not done so earlier, record remarks on the Confidential files of officers subordinate to him for the year in which change in portfolios took place. Such remarks should be recorded as early as possible after relinquishing charge of his previous portfolio(s).

Yours faithfully,

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

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

No. 60/12/82-S(1)

From

The Chief Secretary to Government, Haryana

To

1. All Heads of Departments ,
Commissioners, Ambala/ Hisar Divisions,
All the Sub-Divisional Officers in Haryana
2. The Registrar, Punjab and Haryana, High Court.

Dated Chandigarh, the 14th June, 1983

Subject : Comments of the retired officers on the adverse remarks recorded by them while in Service.

Sir,

I am directed to refer to the Haryana Government Letter No. 8367-3S-71/36929, dated 23-12-71 *vide* which explanatory note (iii) below paragraph 8 to the consolidated instructions regarding Confidential Reports was added as under:-

“An officer who has retired from service will not be competent to record remarks in the confidential reports of officers/subordinates who worked under him.

But there is no provision as to whether the comments of those retired officers can be obtained after their retirement on the representation submitted against the adverse remarks recorded by them while they were in service. In light of the above, the matter has been examined and it has now been decided that the comments of the reporting officer who has retired after recording his remarks as the reporting authority, can be called for if the circumstances of the case so warrant. While doing so, however, the convenience of the retired officer, the expediency of such a course of action and other relevant circumstances should not doubt be considered. I am, therefore, to request that the decision of the Government may kindly be brought to the notice of all concerned for further necessary action.

Your faithfully

Sd/-

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

A copy is forwarded for information and necessary action to :—

All the Financial Commissioner, Haryana and

All Administrative Secretaries to Government, Haryana.

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 36/28/81-S (I)

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments,
Commissioners Ambala and Hisar Divisions,
All Deputy Commissioners and All Sub-Divisional
Officers (Civil) in Haryana.
- (2) The Registrar, Punjab & Haryana High Court.
Dated Chandigarh, the 16th August, 1983.

Subject:—Confidential reports—Communication of ‘average’ reports.

Sir,

I am directed to state that according to explanatory note (i) below para 10 of the consolidated instructions regarding writing of annual confidential reports on the work of officers/officials the remarks in the annual confidential reports which show the overall assessment of the work of an official as ‘average’ without any other qualifying word or phrase, should not be treated as adverse and need not be communicated to him. Further according to para 12 of the aforementioned instructions, if a representation is made against adverse remarks it should be entertained only if it is received within three months from the date of receipt of the letter communicating the adverse remarks to the officer/official concerned.

2. However, adverse notice is being taken of ‘average’ reports at the time of promotion retention in service beyond 50/55 years etc. It has therefore, been decided that if in the confidential report of an officer/official his work is assessed and graded as ‘average’ then this report alongwith its gradation should be communicated to him even if the report does not contain any adverse remarks, so that he may make a representation, if he so desires, against the grading of the report. As in the case of the adverse remarks only one representation will be entertained against ‘average’ reports. All other instructions regarding representations against adverse remarks will also be applicable to representations against ‘average’ reports.

3. It has further been decided that a representation against adverse remarks or an ‘average’ report, should be entertained only if it is received within six months from the date of receipt of the letter communicating the adverse remarks or grading of the report to the officer/officials concerned.

Yours faithfully,

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

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

No. 61/20/85-S(1)

From

The Chief Secretary to Government, Haryana

To

1. All Heads of Departments, Commissioners Ambala and Hisar Divisions.
All Deputy Commissioners and all Sub-Divisional Officers (Civil) in Haryana.
2. The Registrar,
Punjab & Haryana High Court

Dated Chandigarh, the 12th December, 1985

Subject : Confidential report — Consolidated instructions regarding.

Sir

I am directed to invite your attention to para 4 of the consolidated instructions regarding Confidential Reports, which is reproduced below:-

“Report Regarding Integrity — A special mention, should invariably be made regarding the integrity of the Officer to which Government attach the greatest importance. It should be clearly stated if the officer is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill-considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officers must be quite honest and frank and discuss an officer’s worth from the point of view of his integrity openly and frankly in the column “Defects, if any” or elsewhere. Government observe that reporting officers are still following the practice of making non-committal remarks the practice of making non committal remarks like ‘no complaints.’ Government view this with disfavour and desire that the practice of making non committal entries in the column relating to integrity should cease. Reporting officers should give a definite opinion on the integrity of their subordinates while writing their confidential report. Further, instances have come to the notice of Government in which even though officers are being proceeded against for serious forms of corruption, their confidential, report for the same periods certify their integrity to be good. It is felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the columns relating to integrity forthrightly and without hesitation. In case an officer has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning Government’s displeasure. Ordinarily, the inference would be that either he did not exercise proper supervision or he was in dishonest collusion with this subordinate. The intention of Government is that the truth about subordinates should be known to reporting officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.”

2. In spite of these clear instructions on the subject, it has come to the notice of the Government that the reporting officers are still making noncommittal remarks against the column of integrity in

Compendium of Instructions on Performance Appraisal – Vol. VII

ACRs. Remarks regarding integrity are highly important and any ill conceived remarks in this regard can cause lot of damage to the officials concerned.

3. In view of the position stated above, it has been desired that aforesaid instructions may again be brought to the notice of all concerned with the requests that the reports regarding integrity should be recorded in conformity with these instructions.

4. Receipt of the letter may please the acknowledged.

Sd/-
Joint Secretary , General Administration,
for Chief Secretary to Government., Haryana.

A copy each in forwarded to :

1. All the Financial Commissioners, Haryana
2. All the Administrative Secretaries to Government, Haryana for information and similar necessary action.

Sd/-
Joint Secretary , General Administration,
for Chief Secretary to Government., Haryana.

To

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

U. O. No. 61/20/85-S (1).

Dated Chandigarh, the 12th December, 1985

A copy each is forwarded to the Principal Secretary/ Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary for the information of the Chief Minister/ Ministers / State Ministers/Chief Parliamentary Secretary.

Sd/-
Joint Secretary , General Administration,
for Chief Secretary to Government., Haryana.

To

The Principal, Secretary/Deputy Principal Secretary/Officer on Special Duty/ Secretaries/ Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

U.O.No. 61/20/85-S(1)

Dated Chandigarh, the 12th December 1985.

क्रमांक 60/4/86-एस (1)

प्रेषक

मुख्य सचिव, हरियाणा, सरकार।

सेवा में

हरियाणा राज्य के सभी उपायुक्त तथा उपमण्डल अधिकारी (नागरिक)

दिनांक चण्डीगढ़, 10 जनू, 1986

विषय : जिला अधिकारियों तथा उपमण्डल स्तर पर अधिकारियों कर्मचारियों की वार्षिक गोपनीय रिपोर्ट लिखने बारे ।

महोदय

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 1430-3 एस -71/5968, दिनांक 30 मार्च, 1971 तथा परिपत्र क्रमांक 3062-3 एस-73, दिनांक 14 अगस्त, 1973 में निहित हिदायतों की और दिलाऊं जिनके अनुसार जिलों में सभी राजपत्रित अधिकारियों की वार्षिक गोपनीय रिपोर्ट पहले उनके रिपोर्टिंग अथोरिटीज द्वारा initiate करने के पश्चात् उपायुक्त निर्धारित पहलुओं पर अपने रिमार्क्स रिकार्ड करके सीधे सम्बन्धित विभाग के रिव्यूईंग अथोरिटी के पास रिपोर्ट भेजते हैं। इसी प्रकार उपमण्डल स्तर पर अधिकारियों/कर्मचारियों की गोपनीय रिपोर्ट उनके रिपोर्टिंग अथोरिटी द्वारा initiate करने उपरान्त उपमण्डल अधिकारी (नागरिक) निर्धारित पहलुओं पर अपने रिमार्क्स रिकार्ड करके सम्बन्धित विभाग के रिव्यूईंग अथोरिटी के पास भेजते हैं। सरकार के ध्यान में यह आता है कि कई मामलों के उपायुक्तों/उपमण्डल अधिकारी (नागरिक) द्वारा ये रिपोर्ट सम्बन्धित विभाग के रिव्यूईंग अथोरिटी के पास काफी देरी से भेजी जाती हैं, जिस कारण उन अधिकारियों/कर्मचारियों के सेवा सम्बन्धी मामलों जैसा की पदोन्नति, दक्षतारोध पार करने इत्यादि में अनावश्यक देरी होती है। अतः आपसे अनुरोध है कि जब भी आपके पास अन्य विभागों के अधिकारियों/कर्मचारियों की गोपनीय रिपोर्ट निर्धारित पहलुओं पर टिप्पणी रिकार्ड करवाने हेतु प्राप्त हों तो उन रिपोर्टों पर अपनी टिप्पणी शीघ्र अंकित करके सम्बन्धित विभाग के रिव्यूईंग अथोरिटी के पास शीघ्र अतिशीघ्र भेज दिया करें।

भवदीय,

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,
कृते मुख्य सचिव, हरियाण सरकार ।

पृष्ठांकन क्रमांक 60/4/86 -एस(1)

दिनांक चण्डीगढ़, 10 जनू 1986

एक प्रति डा० एस० खन्ना जनरल सैक्रेट्री, हरियाणा सिविल मैडीकल सर्विसिज एशोसियेशन, मकान नं० 1008 / डी ० एल० एफ० कालोनी, रोहतक को उनके पत्र क्रमांक एच० सी० एम० एस० / एच० आर० /590ए दिनांक 28.4. 1986 के सन्दर्भ में सूचनार्थ प्रेषित है।

भवदीय,

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,
कृते मुख्य सचिव, हरियाण सरकार

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 60/8/86-S(1)

From

The Chief Secretary to Government, Haryana

To

All Deputy Commissioners and Superintendents of Police in Haryana

Dated Chandigarh, the 22nd August, 1986

Subject :- Recording of annual confidential reports on the work of Superintendent of Police.

Sir,

I am directed to invite your attention to the subject noted above and to say that the government has considered the matter and decided that the confidential reports of the Superintendents of Police will be initiated by the District Magistrates on the following three points in terms of Haryana Government letter No. 6718-3S-68/27185, dated 24th October, 1968

- (1) reputation for honesty;
- (2) dealings with the public; and
- (3) overall personality and efficiency in the matter of maintenance of law and order.

2. The district Magistrates will also record their remarks on the confidential reports of the Deputy Superintendents of Police which would be initiated by the Superintendents of Police and sent to the District Magistrate who will after recording his remarks forward the report to the concerned Deputy Inspector General.

3. These Orders will be applicable for writing of ACRs for the year 1986-87 and onwards. The instructions issued by the Haryana Government in 1977 are hereby cancelled and the order issued vide Haryana Government letter No. 6718-3S-68/87185, dated 24th October, 1968 is hereby *revived*, a copy of which is enclosed.

4. The instructions may kindly be brought to the notice of all concerned for compliance.

Yours faithfully

Sd/-

Joint Secretary, Political & Services,
for Chief Secretary to Government., Haryana.

No. 60/8/86-S(1),

Dated Chandigarh, the 22nd August, 1986

No. 36/28/81-S(1)

From

The Chief Secretary to Government, Haryana

To

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

Dated Chandigarh, the 30th April, 1987

Subject : Confidential reports — Communication of 'average' reports.

Sir,

I am directed to invite reference to Haryana Government letter No. 36/28/81-S (1), dated 16th August, 1983 on the subject noted above wherein it was inter-alia stated that if in the confidential report of an officer/official his work is assessed and graded as 'average' then this report along with its gradation. should be communicated to him even if the report does not contain any adverse remarks. These instructions were made applicable to the annual confidential reports for 1982-83 and subsequent years as clarified *vide* State Government even No. dated 10.10.1983.

2. The Government has reconsidered the matter and it has been decided that the practice of communicating 'average' reports should be discontinued as it often results in embarrassment to the reporting authorities and prevents them from giving a true assessment. Accordingly, the instructions as contained in explanatory note (i) under para (10) of the consolidated instructions on confidential reports shall become operative and the instructions dated 16.8.83 would stand modified to that extent. Henceforth the remarks which show the overall assessment of the work of an officer/official as 'average' without any other qualifying word or phrase would not be communicated. This decision will be applicable to the annual confidential reports for the year 1986-87 and subsequent years. 'Average' reports for the Years 1982-23, 1983-84 , 1984-85 and 1985-86 if not already conveyed will, however be conveyed.

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

Yours faithfully

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

A copy each is forwarded to :-

- (1) All the Financial Commissioners, Haryana;
- (2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

- (1) All the Financial Commissioners, Haryana:
- (2) All the Administrative Secretaries to Government, Haryana.

U.O.No. 36/28/81-S (1),

Dated Chandigarh the 30th April, 1987

A copy each is forwarded to the Principal Secretary/Deputy 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.

Sd/-

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

To

The Principal Secretary/Deputy Principal Secretary /Officer on Special Duty / Secretaries / Private Secretaries to the Chief Minister/Ministers /State Ministers.

U.O.No. 36/28/81-S (1),

Dated Chandigarh the 30th April, 1987

No. 60/8/86-S(1)

From

The Chief Secretary to Government, Haryana

To

All Deputy Commissioners and Superintendents of Police in Haryana

Dated Chandigarh, the 14th July, 1987

Subject : Recording of annual confidential reports on the work of Superintendent of Police.

Sir,

I am directed to invite reference to Haryana Government letter No. 60/8/86-S (1), dated 22nd August, 1986 on the subject noted above and to say that according to the instructions issued vide letter referred above, the District Magistrates record their remarks on the confidential reports of the Superintendents of Police and Deputy Superintendents of Police on the following three points:-

- (1) reputation for honesty;
- (2) dealings with the public; and
- (3) overall personality and efficiency in the matter of maintenance of law and order.

2. The matter has been further examined and it has been decided that for achieving the desired objective of curbing/handling communal tension and promoting communal harmony, the scope of point at Sr. No. 3 above may be enlarged as under :-

3. overall personality and efficiency in the matter of maintenance of law and order and also for maintaining and promoting communal harmony and curbing/handling Communal tension.

3. These instructions will be applicable for writing of ACRs for the years 1987-88 and onwards.

4. These instructions may kindly be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

Joint Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

No. 60/8/86-S(1)

Dated Chandigarh , 14th July, 1987

A copy each is forwarded in continuation of Haryana Government endst. No. 60/8/86-S(1) dated the 22nd August, 1986 for information and necessary action to the:-

- (1) Director General of Police, Haryana

Compendium of Instructions on Performance Appraisal – Vol. VII

- (2) Commissioner Ambala/Hisar Divisions
- (3) The Deputy Inspector General of Police, Ambala and Hisar Range.

Sd/-
Joint Secretary, Political & Services,
for Chief Secretary to Government., Haryana.

A copy is forwarded to the Financial Commissioner & Secretary to Government, Haryana, Home Department for information with reference to his U. O. No. 30/7/86-7HGI, dated 8.6.87.

Sd/-
Joint Secretary, Political & Services,
for Chief Secretary to Government., Haryana.

To

Financial Commissioner & Secretary to Government, Haryana, Home Department.

U.O.No. 60/8/86-S (1)

Dated Chandigarh the 14th July, 1987

No. 60/4/87-S(1)

From

The Chief Secretary to Government, Haryana

To

1. All Heads of Departments, Commissioner, Ambala, Hisar Divisions
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana

2. The Registrar, Punjab & Haryana High Court

Dated Chandigarh, the 14th August, 1987

Subject : Confidential Reports — Consolidated instructions regarding.

Sir,

I am directed to refer to Composite Punjab Government Consolidated Circular Letter No. 2334 ASI-60/15708, dated the 3rd May, 1960 as amended from time to time on the subject noted above and to say that Government have decided to make the following further amendments in the instructions:—

1. The existing Paragraph 8 (i) may be substituted as under:-
 - 8(i) If an officer (a) relinquishes the charge of his post during a reporting year as account of his transfer or retirement or (b) one of his subordinates is transferred or retires during the reporting years, such officer may record remarks in the Confidential files of the Officer (s) subordinate to him in respect of the relevant period of the reporting year provided he has not recorded such remarks previously in respect of the same reporting year. Such remarks should be recorded by the retiring officer before date of his retirement. Like wise, the officer relinquishing the charge of his post on transfer should record his remarks at the time of relinquishment of the charge of previous part of within one month there after.
 - (ii) The following is added as explanatory note (iii) Below Paragraph 5 :-
 - (iii) A Minister shall not be treated as having demitted office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was a Minister with the same or a different portfolio.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

A copy each is forwarded to :

- (1) All the Financial Commissioners, Haryana
- (2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

- (1) All the Financial Commissioners, Haryana
- (2) All the Administrative Secretaries to Government, Haryana

U. O. No. 60/4/87-S(1)

Dated Chandigarh, the 14th August, 1987

A copy each is forwarded to the Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries /Private Secretaries to the Chief Minister/Ministers/ State Ministers/ Chief Parliamentary Secretary for the information of the Chief Minister / Ministers/State Ministers/ Chief Parliamentary Secretary.

Sd/-

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

To

The Principal Secretary/Deputy Principal Secretary /Officer on Special Duty / Secretaries / Private Secretaries to the Chief Minister/Ministers /State Ministers/Chief Parliamentary Secretary.

U.O.No. 60/4/87-S (1)

Dated Chandigarh the 14th August, 1987

No. 60/4/87-S (1)-A

From

The Chief Secretary to Government, Haryana

To

All Heads of Departments Commissioner, Ambala Hisar Divisions
All Deputy Commissioners and all Sub Divisional Officers (Civil) in Haryana.

The Registrar, Punjab & Haryana High Court

Dated Chandigarh, the 14th August, 1987

Subject : Representation against adverse remarks - Time limit regarding.

Sir,

I am directed to invite your attention to para 3 of the instructions circulated *vide* Haryana Government letter No. 36/28/81-S(1) dated the 16th August, 1983, *vide* which it was decided that a representation against adverse remarks or an 'average' report should be entertained only if it was received within six months from the date of receipt of the letter communicating the adverse remarks or grading of the report to the officer/official concerned. The practice of communicating 'average' report has, however, been discontinued as per Haryana Government Letter No. 36/28/81-S (1), dated 30-4-1987.

2. After reconsideration of the matter, it has been decided by the Government that a representation against adverse remarks should be entertained only if it is received within 45 days from the date of receipt of the letter communicating the adverse remarks to the officer/official concerned. However, the authority dealing with the representation may entertain a representation within three months of the expiry of the said period if he is satisfied that the officer/official had sufficient cause for not submitting the representation in time.

3. The above decision will be applicable for the annual confidential reports to be written for the year 1987-88 and onwards.

Yours faithfully,

Sd/-

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

A copy each is forwarded to ;

- (1) All the Financial Commissioners, Haryana
- (2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

To

- (1) All the Financial Commissioners, Haryana
- (2) All the Administrative Secretaries to Government, Haryana

U.O.No. 60/4/87-S (1)-A

Dated Chandigarh the 14th August 1987

A copy each is forwarded to the Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/ Secretaries /Private Secretaries to the Chief Minister/Ministers/State Ministers / Chief Parliamentary Secretary for the information to the Chief Minister/Ministers/State Ministers/ Chief Parliamentary Secretary.

Sd/-

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

To

The Principal Secretary/Deputy Principal Secretary /Officer on Special Duty / Secretaries / Private Secretaries to the Chief Minister/Ministers /State Ministers/Chief Parliamentary Secretary.

U.O.No. 60/4/87-S (1)-A

Dated Chandigarh the 14th August, 1987

क्रमांक 60/8/87-एस०(1)

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त एवं सभी उपमण्डल अधिकारी (ना) हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय और सभी जिला एवं सत्र न्यायाधीश।

दिनांक चण्डीगढ़ 23 दिसम्बर, 1987

विषय : **वार्षिक गोपनीय रिपोर्ट लिखने बारे।**

महोदय,

उपर्युक्त विषय पर मुझे यह कहने का निर्देश हुआ है कि राज्य सरकार ने यह निर्णय लिया है। कि सभी अधिकारियों/कर्मचारियों की वार्षिक गोपनीय रिपोर्ट लिखने हेतु निर्धारित फार्मों में निम्नलिखित एक कालम और जोड़ दिया जाए, जिस बारे Reporting Authorities द्वारा टिप्पणी दी जाए: -

“अधिकारी/कर्मचारी कार्यालय बन्द होने के बाद और छुट्टियों के दिनों में अपने मुख्यालय पर उपस्थित रहता है अथवा नहीं।”।

2. निर्धारित फार्मों का तदनुसार संशोधन करके अग्रिम कार्यवाही की जाये। यह निर्णय वर्ष 1987-88 के लिये लिखाये जाने वाली रिपोर्टों से लागू होगा।
3. कृपया इस पत्र की पावती भेजे।

भयदीय,

हस्ता / -

संयुक्त सचिव, सामान्य प्रशासन,
कृते मुख्य सचिव, हरियाणा सरकार

एक एक प्रति सभी वित्तायुक्त, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु प्रेषित।

हस्ता / -

संयुक्त सचिव, सामान्य प्रशासन,
कृते मुख्य सचिव, हरियाणा सरकार।

Compendium of Instructions on Performance Appraisal – Vol. VII

सेवा में

1. सभी वित्तायुक्त, हरियाणा तथा
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा: क्रमांक 60/8/87-एस (1)

दिनांक चण्डीगढ़, 23 दिसम्बर, 1987

एक प्रति मुख्य सचिव, हरियाणा, सरकार (सामान्य सेवाएं 11 शाखा) को उनके अशा: क्रमांक 27/6/87-जी०, एस० 11, दिनांक 23 नवम्बर, 1987 के संदर्भ में सूचनार्थ प्रेषित है।

हस्ता / -

अनुभाग, अधिकारी सेवाएं-1,
कृते मुख्य सचिव, हरियाणा सरकार।

सेवा में

मुख्य सचिव, हरियाणा सरकार
(सामान्य सेवाएं - 11 शाखा में)

अशा: क्रमांक 60/8/87 - एस (1)

दिनांक चण्डीगढ़, 23 दिसम्बर, 1987

No. 60/8/86-S(1)

From

The Chief Secretary to Government, Haryana, Chandigarh

To

All Deputy Commissioners and Superintendents of Police in Haryana

Dated Chandigarh, the 25th June, 1988

Subject : Recording of Annual Confidential Report on the work of Superintendents of Police.

Sir,

I am directed to invite reference to Haryana Govt., Letter No. 60/8/86-S (1) dated 22.8.1986 and of even number dated 14.7.1987 on the above noted subject wherein the decision of State Government was conveyed to the effect that annual confidential reports of Superintendents of Police will be initiated by the District Magistrates on the following three points in terms of Haryana Government letter No. 6718-3S-68/27185 dated 24.10.1968.

- (i) reputation for honesty;
- (ii) dealings with the public; and
- (iii) overall personality and efficiency in the matter of maintenance of law and order and also for maintaining and promoting communal harmony and curbing/handling communal tension.

2. The matter has been reconsidered by the State Government and it has now been decided that henceforth the District Magistrates will not initiate the annual confidential reports of the Superintendents of Police. However, the confidential reports on the works of Superintendent of Police will be recorded by the Deputy Inspector General of Police concerned and submitted to prescribed Reviewing Authority.

3. I am further to request that these instructions will be applicable for the writing of the confidential reports for the year 1987-88 and onwards.

4. These instructions may kindly be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 60/8/86-S (1)

Dated, Chandigarh the 25.6.1988

A copy each is forwarded for information to :-

- (i) Director General of Police, Haryana
- (ii) Commissioner Ambala/Hisar Divisions, and
- (iii) The Deputy Inspector General of Police, Ambala, Hisar and Gurgaon Range.

Sd/-

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

A copy is forwarded to the Financial Commissioner & Secretary to Government, Haryana, Home Department for information with reference to his U. O. No. 30/1/86-HG, dated 24.6.1988

Sd/-

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

To

The Financial Commissioner & Secretary to Government, Haryana, Home Department.

U.O.No. 60/8/86-S (1),

Dated Chandigarh the 25.6.1988

No. 60/2/89-S(1)

From

The Chief Secretary to Government, Haryana

To

1. All Heads of Departments, Commissioners, Ambala, Hisar Divisions;
All Deputy Commissioners and All Sub Divisional Officers (Civil) in Haryana

2. The Registrar, Punjab & Haryana High Court

Dated Chandigarh, the 26th May, 1989

Subject : Representations against adverse remarks.

Sir,

I am directed to address you on the subject noted above and to say that it has been observed by the Government that sometimes departments do not forward representations against adverse remarks and the comments promptly to the Administrative Department with the result a long time is taken in deciding the representations against adverse remarks.

2. The Government has considered the matter and it has been decided that the representations against adverse remarks on which the final decision is to be taken by the Administrative Department, should not be held up and the same should be forwarded to the Administrative Department immediately and if possible comments also be sent alongside the representation. At administrative Department's level also if an advance copy of the representation is received, action should be taken straight away to obtain the comments of the Head of Department without waiting for the representation to be forwarded by the Head of Department to the Administrative Department.

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

Yours faithfully

Sd/-

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

A copy each is forwarded to ;

(1) All the Financial Commissioners, Haryana

(2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

To

- (1) All the Financial Commissioners, Haryana
- (2) All the Administrative Secretaries to Government, Haryana

U.O.No. 60/2/89-S (1),

Dated Chandigarh, the 26th May, 1989

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary/Officer on Special Duty/Secretaries /Private Secretaries to the Chief Minister/ Deputy Chief Ministers/ Ministers/ State Ministers/ Deputy Ministers/Chief Parliamentary Secretary for the information of the Chief Minister/ Deputy Chief Ministers/Ministers/State Ministers/Deputy Ministers/Chief Parliamentary Secretary.

Sd/-

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

To

The Principal, Secretary/Additional Principal Secretary/Officer on Special Duty/ Secretaries/ Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/ State Ministers/Deputy Ministers/ Chief Parliamentary Secretary.

U.O.No. 60/2/89-S(1)

Dated Chandigarh, the 26th May, 1989

No. 36 /28/81-S(1)

From

The Chief Secretary to Government, Haryana

To

All Heads of Departments Commissioner, Ambala & Hisar Divisions
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana

The Registrar, Punjab & Haryana High Court

Dated Chandigarh, the 6th June, 1989

Subject : Confidential reports — Communication of 'average' reports.

Sir

I am directed to invite a reference to Haryana Government letter No. 36/28/81-S(1), dated 30th April, 1987 on the subject noted above *vide* which it was decided that the practice of communicating 'average' report should be discontinued and as a result the instructions as contained in explanatory note (i) under para 10 of the consolidated instructions on confidential reports became operative.

2. The Government has reconsidered the matter and it has been decided that 'average' grading of confidential reports should be communicated to the concerned officer/official even if the report does not contain any adverse remarks. Accordingly, the instructions as contained in explanatory note (i) under para 10 of the consolidated instructions on confidential reports shall become inoperative. All other instructions regarding representations against adverse remarks will also be applicable to representations against 'average' reports. This decision will be applicable to the annual confidential reports for the year 1988-89 and subsequent years.

3. I am to request the decision of the Government may kindly be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

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

A copy each is forwarded to ;

- (1) All the Financial Commissioners, Haryana
- (2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

To

- (1) All the Financial Commissioners, Haryana
- (2) All the Administrative Secretaries to Government, Haryana

U.O.No. 36/28/81-S (1),

Dated Chandigarh, the 6th June, 1989

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary/Officer on Special Duty/Secretaries /Private Secretaries to the Chief Minister/ Deputy Chief Minister/ Ministers/ State Ministers/Deputy Ministers/ Chief Parliamentary Secretary for the information of the Chief Minister / Deputy Chief Minister/ Minister /State Ministers/ Deputy Minister/Chief Parliamentary Secretary.

Sd/-

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

To

The Principal, Secretary/Additional Principal Secretary/Officer on Special Duty/ Secretaries/ Private Secretaries to the Chief Minister/Deputy Chief Ministers /Ministers/ State Ministers/Deputy Ministers/ Chief Parliamentary Secretary.

U.O.No. 36/28/81-S(1)

Dated Chandigarh, the 6th June, 1989

IMMEDIATE

Subject : Writing of Confidential Reports in time instructions regarding.

Will all the Financial Commissioners & Administrative Secretaries to Government, Haryana kindly refer to the subject noted above?

2. As per existing instructions of the Haryana Government circulated with letter No. 60/2/85-S(1) dated 27-3-85, the annual confidential reports complete in all respect should reach the authority responsible for maintaining the ACR files by 15th May. It has been observed that these instructions are not being followed strictly and sometimes ACRs are not written for months together after these are due, with the result that case of promotion efficiency bar etc. of the officers/officials get struck up for a long time. It is therefore, requested that these instructions may be strictly followed. It may also be strictly followed. It may also please be ensured that ACRs of all officers/ officials are written and finally got complete within 30 days and a certificate is recorded by them in this regard for the departments under their control. Cases where ACRs are still outstanding after 30 days from now may be brought direct to the notice of Chief Minister alongwith the names of officers, with whom these are lying and since when.

Sd/-

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

To

All the Financial Commissioners & Administrative
Secretaries to Government, Haryana

U.O. No. 60/3/91-S(1)

Dated Chandigarh, the 29th October, 1991

A copy each is forwarded to the Secretary to the Chief Secretary to Government Haryana for information and necessary action of the Chief Secretary.

Sd/-

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

To

The Secretary to the Chief Secretary to Government Haryana

U. O. No. 60/3/91-S(1)

Dated Chandigarh the 29th October, 1991

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary/Officer on Special Duty/Secretaries /Private Secretaries to the Chief Minister/ Ministers/ State Ministers/

Compendium of Instructions on Performance Appraisal – Vol. VII

Chief Parliamentary Secretary for the information of the Chief Minister / Ministers /State Ministers/
Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-

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

To

The Principal Secretary/Additional Principal Secretary /Officer on Special Duty / Secretaries
/Private Secretary to the Chief Minister/Ministers /State Ministers/Chief Parliamentary Secretary /
Parliamentary Secretary.

U.O.No. 60/3/91-S (1),

Dated Chandigarh the 29th October, 1991

No. 2/46/88-2GSI

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments and Commissioners of Divisions in Haryana.
- (ii) The Registrar, Punjab & Haryana High Court, Chandigarh.
- (iii) All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 6th January, 1992.

Subject : Policy regarding down grading of ACRs.

Sir,

I am directed to invite your attention to the letter of even number dated 17th May , 1989 on the above cited subject and to say that certain departments have sought clarifications as to whether the instructions issued vide this letter are also applicable to the cases of efficiency bar and retention in service beyond 50/55 years.

2. In this respect it is stated that Annual Confidential Report of an official alone evaluate the work and conduct of an officer during a year and when once it is down graded the previous grading ceases to exist. It is the new grading that will be taken in the account for all the cases where ACRs have to be considered. As such, it is clarified that the instructions regarding down grading of ACRs are taken into consideration.

This may be brought to the notice of all concerned for compliance.

Yours Faithfully

Sd/-

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

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

Sd/-

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

To

All the Financial Commissioners/Commissioners and Secretaries to Govt. Haryana.

U. O. No. 2/46/89-2GSI

Dated Chandigarh, the 6th January, 92

No. 60/3/91-S (1)

From

The Chief Secretary to Government Haryana.

To

All Heads of Departments, Commissioners, Ambala & Hisar, Rohtak and Gurgaon Divisions;
All Deputy Commissioners and all Sub Divisional Officers (Civil) in Haryana

The Registrar, Punjab & Haryana High Court.

Dated Chandigarh, the 28th February, 1992

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

Sir,

I am directed to invite reference to Haryana Government letter No. 60/2/85-S(1), dated 27th March 1985 *vide* which it was decided that the annual confidential reports should be written as per the following time schedule so that the ACRs complete in all respects should reach the authority responsible for maintaining the ACRs files by the 15th May:-

- (a) Reporting Authority shall initiate the annual confidential reports in time and ensure that they reach the Reviewing by authority 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 the 15th May;

2. It has been observed that some officers do not record their remarks in the ACRs as per above time schedule. It is, therefore, requested that these instructions may be strictly followed and it may please be ensured that ACRs of officers /officials are written as per prescribed time schedule.

3. Further, it has been clearly laid down in the instructions issued *vide* Haryana Government letter No. 953-3S-75, dated 1st May, 1975 that adverse remarks given in the annual confidential reports should be conveyed promptly. Despite these instructions, instances have come to the notice of Government wherein adverse remarks have not been communicated promptly. The officers should be held accountable for delays in writing ACRs and also for not promptly communicating the adverse remarks. In order to ensure the compliance of these instructions, it has been decided that a certificate shall be furnished by all Heads of offices to the Heads of Departments and by Heads of Departments to the Administrative Secretary by 30th May and 15th June respectively. Administrative Secretaries should also review the processing of ACR regularly.

Yours faithfully

Sd/-

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

A copy each in forwarded to :-

- (1) All the Financial Commissioners, Haryana.
- (2) All the Administrative Secretaries to Government, Haryana for information and necessary action in continuation of U.O. No. 60/3/91-S(1) dated Chandigarh, the 29th October, 1991 and 31-12-91

Sd/-
Deputy Secretary , General Administration,
for Chief Secretary to Government, Haryana.

To

- (1) All the Financial Commissioners, Haryana.
- (2) All the Administrative Secretaries to Government, Haryana.

U.O.No. 60/3/91-S (1),

Dated Chandigarh the 28 -2-1992

A copy each is forward to the Principal Secretary/Additional Principal Secretary /Officer on Special Duty / Secretaries /Private Secretaries to the Chief Minister/Ministers /State Ministers/Chief Parliamentary Secretary /Parliamentary Secretary for the information of Chief Minister / Ministers/ State Ministers/Chief Parliamentary Secretary /Parliamentary Secretary.

Sd/-
Deputy Secretary , General Administration,
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/ Additional Principal
Secretary/Officer on Special Deputy / Secretaries /Private
Secretaries to the Chief Minister/Ministers/State
Ministers/Chief Parliamentary Secretary/Parliamentary Secretary

U.O. No. 60/3/91-S(1)

Dated Chandigarh, the 28-2-1992

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 60/2/92-S(1)

From

The Chief Secretary to Government, Haryana

To

All the Deputy Commissioners in Haryana
All the Sub Divisional Officers (Civil) in Haryana

Dated , Chandigarh the 9-3-92

Subject : Policy regarding writing of confidential reports on Sub-Divisional level official by Sub Divisional Officers (Civil)

Sir,

I am directed to refer to Haryana Government letter No. 3062-3S-73, dated 14.8.73 and to say that the matter regarding recording of remarks on two aspects by Sub-Divisional officer (Civil) in the ACRs of doctors posted in the Sub-Division has been considered and it has been decided by the Government that Sub-Divisional Officers (Civil) will not record their remarks in the annual confidential reports of Doctors in future. However they will forward their remarks on the following points to the Deputy Commissioners concerned, who will keep them in mind while recording the annual confidential reports of doctors.

- (a) Reputation for honesty
- (b) Public dealing
- (c) Co-operation extended for the implementation of Government Programme.

2. This decision will be applicable to the annual confidential reports for the year 1991-92 and subsequent year.

Yours faithfully

Sd/-

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

U.O.No. 60/2/92-S(1)

Dated Chandigarh the 9 -3-1992

A copy each is forwarded to the following for information :-

- 1) Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions.

- 2) Director General of Health Services, Haryana.

Sd/-

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

A copy is forwarded to the Commissioner & Secretary to Government, Haryana, Health Department for information.

Sd/-

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

To

The Commissioner & Secretary to Government, Haryana
Health Department.

U.O. No. 60/2/92-S(1)

Dated Chandigarh the 9-3-92

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 60/1/93-S(1)

From

The Chief Secretary to Government, Haryana

To

All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

The Registrar, Punjab & Haryana High Court

Dated Chandigarh, the 29th April, 1993

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

Sir,

I am directed to invite reference to Haryana Government letter No. 60/3/91-S(1) dated 28th February 1992. Which *inter-alia* laid down that the annual confidential reports should be written as per the following time schedule so that the ACRs complete in all respects should reach the authority responsible for maintaining the ACR files by the 15th May.

- (a) Reporting Authority shall initiate the annual confidential reports in 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 been observed that these instructions are not being followed strictly, with the result that cases of promotion efficiency bar etc. of the Officers/Officials remain pending for a long time because of non-completion of ACRs. It is, therefore, requested that existing instructions regarding writing of ACRs should be strictly complied with and a certificate is recorded to this effect. Further, it has been decided that in cases of delinquent officers who fail to record ACRs within the stipulated period suitable action may be taken against them for the delay. A report about finalization of the ACR of the officers/officials within the stipulated period alongwith the names of officers with whom these are lying and since when may be sent to Government by 30-6-93 for the information of Chief Minister.

Sd/-

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

A copy each is forwarded to :-

- (1) All the Financial Commissioners, Haryana.
- (2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

- (1) All the Financial Commissioners, Haryana.
- (2) All the Administrative Secretaries to Government, Haryana.

U.O.No. 60/1/93-S (1),

Dated Chandigarh the 29th April, 1993

A copy each is forwarded to the Principal Secretary/Special Principal Secretary/Deputy Principal Secretary / Officer on Special Duty/Secretaries /Private Secretaries to the Chief Minister/ Ministers/ State Ministers/ Chief Parliamentary Secretary / Parliamentary Secretary for the information of the Chief Minister / Ministers /State Ministers/Chief Parliamentary Secretary/ Parliamentary Secretary.

Sd/-

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

To

The Principal Secretary/Special Principal Secretary /Deputy Principal Secretary/ Officers on Special Duty / Secretaries /Private Secretaries to the Chief Minister/Ministers /State Ministers/ Chief Parliamentary Secretary /Parliamentary Secretary.

U.O. No. 60/1/93-S(1)

Dated Chandigarh, the 29th April, 1993

क्रमांक 60/2/93-एस० (1)

प्रेषक

मुख्य सचिव, हरियाणा, सरकार।

सेवा में

1. आबकारी एवं कराधान आयुक्त, हरियाणा।
2. निदेशक ग्राम तथा नगर आयोजना, हरियाणा।
3. श्रम आयुक्त, हरियाणा।
4. प्रमुख अभियन्ता, लोक निर्माण (जन-स्वास्थ्य), हरियाणा।
5. हरियाणा राज्य के सभी उपायुक्त तथा अतिरिक्त उपायुक्त

दिनांक चण्डीगढ़, 12 जुलाई, 1993

विषय : Single Window Service/Agency के सदस्य अधिकारियों को वार्षिक गोपनीय रिपोर्टों में अतिरिक्त उपायुक्तों द्वारा टिप्पणी दिये जाने बारे।

महोदय

उपर्युक्त विषय पर मुझे यह कहने का निर्देश हुआ है। कि Single Window Service/Agency को सुदृढ़ बनाने के लिये यह निर्णय लिया गया है। कि Single Window Service/Agency के सदस्य अधिकारियों की वार्षिक गोपनीय रिपोर्टों में अतिरिक्त उपायुक्त निम्नलिखित बिन्दु बारे अपनी टिप्पणी देंगे

“ Single Window Service/Agency से सम्बन्धित कार्य में सहयोग ”

इन अधिकारियों की रिपोर्ट उनके Reporting Authority द्वारा initiate किये जाने के पश्चात् अतिरिक्त उपायुक्त को भेजी जाया करे। तदपश्चात् अतिरिक्त उपायुक्त निर्धारित पहलु पर अपने रिमार्क्स रिकार्ड करने उपरान्त सम्बन्धित विभाग के Reviewing authority के पास भेजेंगे। अतः अनुरोध है कि सम्बन्धित विभाग कृपया Single Window Service/Agency के सदस्य अधिकारियों के गोपनीय रिपोर्ट फार्मों में उक्त कालम बनाएं तथा यह भी निर्दिष्ट किया जाये कि उस रिपोर्ट को लिखने के लिये अगली Reviewing authority कौन है ताकि अतिरिक्त उपायुक्त को रिपोर्ट ठीक अधिकारी के पास भेजने में दिक्कत न हो।

2. यह निर्णय वर्ष 1993 - 94 के लिये लिखी जाने वाली रिपोर्टों में लागू माना जायेगा।

भवदीय,

हस्ता / -

अवर सचिव, सामान्य प्रशासन,
कृते मुख्य सचिव, हरियाणा सरकार

पृ० क्रमांक 60/2/93 - एस (1)

दिनांक चण्डीगढ़, 12 जुलाई, 1993

एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. चेयरमैन, हरियाणा राज्य बिजली बोर्ड, पंचकूला।
 2. निदेशक प्रबन्धक, हरियाणा राज्य औद्योगिक विकास निगम, चण्डीगढ़
 3. निदेशक प्रबन्धक, हरियाणा वित्तीय निगम।
 4. निदेशक प्रबन्धक, हरियाणा राज्य लघु उद्योग एवं निर्यात निगम, चण्डीगढ़
 5. मुख्य प्रशासक, हरियाणा, शहरी विकास प्राधिकरण, मनीमाजरा (यू० टी०) चण्डीगढ़।
 6. चेयरमैन, जल प्रदूषण नियन्त्रण बोर्ड, हरियाणा चण्डीगढ़।
 7. निदेशक प्रबन्धक, हरियाणा राज्य इलैक्ट्रोनिक्स विकास निगम।
 8. मुख्य प्रशासक, हरियाणा राज्य खादी बोर्ड, पंचकूला।
2. उनसे अनुरोध है कि Single Window Service/Agency के सदस्यों की वार्षिक गोपनीय रिपोर्टों में निर्धारित कालम add करवाएं ताकि अतिरिक्त उपायुक्तों द्वारा इस बारे अपनी टिप्पणी दी जा सके।

हस्ता/-

अवर सचिव, सामान्य प्रशासन,
कृते मुख्य सचिव, हरियाणा सरकार।

एक प्रति आयुक्त एवं सचिव, हरियाणा, सरकार, उद्योग विभाग को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

हस्ता/-

अवर सचिव, सामान्य प्रशासन,
कृते मुख्य सचिव, हरियाणा सरकार

सेवा में

आयुक्त एवं सचिव, हरियाणा सरकार,
उद्योग विभाग।

अशा: क्रमांक 60/2/93 - एस (1)

दिनांक चण्डीगढ़, 12 जुलाई, 1993

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 60/2/94-S(1)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions;
All Deputy Commissioners and all Sub Divisional Officers (Civil) in Haryana
2. The Registrar, Punjab & Haryana High Court
Dated Chandigarh, the 7th February, 1994

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

Sir,

I am directed to invite reference to Haryana Govt. Letter No. 60/1/93-S(1), dated 29th April, 1993 which *inter-alia* laid down that the annual confidential reports should be written as per the following time schedule so that the ACRs complete in all respect should reach the authority responsible for maintaining the ACR files by the 15th May:-

- (a) Reporting Authority shall initiate the annual confidential reports in 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, and
- (c) The report should be sent to the Head of Department by the 15th May.

2. Although the said instructions have been reiterated time and again but inspite of this, these instructions are not being followed strictly. It is, therefore, once again requested that existing instructions regarding writing of ACRs should be strictly complied with. It is mandatory for the officers to write the ACRs of their subordinates regularly and punctually.

Yours faithfully

Sd/-

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

A copy each is forwarded to :-

- (i) All the Financial Commissioners in Haryana.
- (ii) All the Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-

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

To

- (1) All the Financial Commissioners, Haryana.
- (2) All the Administrative Secretaries to Government, Haryana

U. O. No. 60/1/94-S(1),

Dated Chandigarh, the 7th February, 1994

A copy each is forwarded to the Principal Secretary/Special Principal Secretary/Deputy Principal Secretary / Officer on Special Duty/Secretaries /Private Secretaries to the Chief Minister/ Ministers/ State Ministers/ Chief Parliamentary Secretary/ Parliamentary Secretary for the information of Chief Minister / Ministers/State Ministers/ Chief Parliamentary Secretary/ Parliamentary Secretary.

Sd/-

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

To

The Principal Secretary/ Special Principal Secretary
Dy. Principal Secretary/Officer on Special Duty /
Secretaries /Private Secretaries to the Chief Ministers/
Ministers/StateMinisters/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 60/1/94-S(1)

Dated Chandigarh, the 7th February, 1994

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 60/5/92-S(1) - (A)

From

The Chief Secretary of Government Haryana.

To

1. All Heads of Departments, Commissioners Ambala/Hisar/Rohtak/Gurgaon Divisions.
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

2. The Registrar, Punjab & Haryana High Court.

Dated Chandigarh , the 2nd June, 1995.

Subject : Annual Confidential Reports -Adding of column relating to ‘Attitude of the officer/Officials towards other castes and communities.

Sir,

I am directed to refer to the subject noted above and to say that it has been decided by the Government, that a column, relating to ‘Attitude’ of the officer/official towards others castes and communities may be added in the ACR proforma of all State Government officers /officials. The reporting authorities will give their specific comments on this aspect. Accordingly, the prescribed ACR forms in respect of officers/officials may be suitably amended. This Decision will be applicable to the annual confidential reports with effect from year 1995-96.

Yours faithfully

Sd/-

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

A copy each is forwarded to ;

(1) All the Financial Commissioners, Haryana.

(2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

(1) All the Financial Commissioners, Haryana;

(2) All the Administrative Secretaries to Government, Haryana

U. O. No. 60/5/95-S(1) (A),

Dated Chandigarh, the 2nd June, 1995

No. 60/5/92-S(1)

From

The Chief Secretary to Government, Haryana

To

1. The Commissioners, Ambala/Hisar/Rohtak/Gurgaon Division.
2. The Director General of Police, Haryana
3. The Director Development & Panchayats, Haryana

Dated Chandigarh, the 2nd June, 1995

Subject : Annual Confidential Reports — Adding of column relating to “Role in presentation and control of communal riots”.

Sir,

I am directed to refer to the subject noted above and to say that it has been decided by the Government that a column relating to ‘Role in prevention and control of communal riots’ may be added in the ACR proforma of all HCS officers, D.R.Os. Tehsildars, Naib Tehsildars, B.D.P. Os doing active magisterial duties and District Police Officers of the rank of Inspectors and above in the State (excluding the IPS officers). Reporting authorities will give their specific comments on this aspect. Accordingly, the prescribed ACR forms in respect of the above mentioned officers may please be amended this decision will be applicable to the annual confidential reports with effect from year 1995-96.

Yours faithfully

Sd/-

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

No. 60/5/92-S(1)

Dated Chandigarh, the 2-6-95

A copy each is forwarded to all the Deputy Commissioners and District Superintendents of Police in Haryana State for Information and necessary action :

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

A copy is forwarded to the Chief Secretary to Government Haryana (in Service-I, Br.) for Information and necessary action :

Sd/-
Under Secretary , General Administration,
for Chief Secretary to Government, Haryana.

To

The Chief Secretary to Government, Haryana, (in Services-I Br.)

U. O. No. 60/5/92-S (1).

Dated Chandigarh, the 2-6-95.

A copy each is forwarded to :—

- (1) All the Financial Commissioners, Haryana;
- (2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-
Under Secretary, General Administration,
for Chief Secretary to Government, Haryana.

To

- (1) All the Financial Commissioners, Haryana;
- (2) All the Administrative Secretaries to Government, Haryana

U. O. No. 60/5/92-S (1).

Dated Chandigarh, the 2-6-95.

A copy each is forwarded to the Financial Commissioner & Secretary to Government Haryana, Home Department (in M.C.) for information with Reference to his U. O. No. 27/51/92-Home (MC) dated 17-1-94.

Sd/-
Under Secretary, General Administration,
for Chief Secretary to Government, Haryana.

To

The Financial Commissioner & Secretary to Govt.
Haryana, Home Department (in M.C.)

U. O. No. 60/5/92-S (1).

Dated Chandigarh, the 2-6-95.

No. 60/1/95-S(1)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions,
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana

2. The Registrar, Punjab & Haryana High Court

Dated Chandigarh, the 6th November, 1995

Subject : Recording of remarks performance in respect of flood relief and rehabilitation work.

Sir,

I am directed to address you on the subject noted above and to say that it has been decided by the Government that the annual confidential report of officers and officials for the years 1995-96 would reflect their performance in respect of flood relief and rehabilitation works. Accordingly, the reporting authorities will give their specific comments on this aspect.

2. These instructions may please be noted carefully and also brought to the notice of all concerned for strict compliance.

Yours faithfully

Sd/-

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

A copy each is forwarded to :-

(1) All the Financial Commissioners, Haryana;

(2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

(1) All the Financial Commissioners, Haryana;

(2) All the Administrative Secretaries to Government, Haryana

U. O. No. 60/1/95-S(1),

Dated Chandigarh, the 6th November, 1995.

Compendium of Instructions on Performance Appraisal – Vol. VII

A copy each is forwarded to the Principal Secretary/Special Principal Secretary/Deputy Principal Secretary / Officer on Special Duty/Secretaries /Private Secretaries to the Chief Minister/ Ministers/ State Ministers/ Chief Parliamentary Secretary/ Parliamentary Secretary for the information of the Chief Minister / Ministers/State Ministers/ Chief Parliamentary Secretary/ Parliamentary Secretary.

Sd/-

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

To

The Principal Secretary/Spl. Principal Secretary /Deputy Principal Secretary/ Secretaries / Private Secretaries to the Chief Minister/Ministers /State Ministers/Chief Parliamentary Secretary.

U.O.No. 60/1/95-S (1),

Dated Chandigarh the 6th November, 1995

No. 61/28/94-S(1)

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions,
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana
2. The Registrar, Punjab & Haryana High Court.
Dated Chandigarh, the 14th November, 1995

Subject : Regarding A.C.R. Peforma.

Sir,

I am directed to address you on the subject noted above and to say that it has been observed by the Administrative Reforms Department that the existing ACR form being used by the departments for following category of employees does not adequately reflect their job performance in various counts:-

1. Clerks and other posts of similar nature in Group 'C'.
 2. Assistants and other posts of similar nature in Group 'C'.
 3. Steno-typists/Junior Scale and Senior Scale Stenographers / P.A.s
 4. For commons cadre Group 'D' posts.
 5. Drivers of Staff cars/Jeeps and other official vehicles.
2. The Administrative Reforms Department has reviewed the existing form and developed a new form for each of the above mentioned category of employees, which are enclosed for adoption. However, the department can make suitable alterations/modifications if they think appropriate in the new form devised by the Administrative Reforms Department.

Yours faithfully

Sd/-

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

A copy each with a copy of its enclosures is forwarded to the following for information and necessary action :—

- 1) All the Financial Commissioners, Haryana.
- 2) All the Administrative Secretaries to Government, Haryana .

Sd/-

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

To

- (1) All the Financial Commissioners, Haryana;
- (2) All the Administrative Secretaries to Government, Haryana

U. O. No. 61/28/94-S(1),

Dated Chandigarh, the 14-11-95

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL' CONFIDENTIAL REPORT'
(For Clerks and other posts of similar nature in Group 'C')

Department _____
Office /Branch/Section _____
Period under Report _____

Part-I

1. Name of the employee _____
2. Father's name _____
3. Designation of the post held _____
Reporting _____ Reviewing _____ Accepting _____
Authority Authority Authority

Part-II

Important Notes :

1. Before writing the Annual Confidential Report, the Reporting/Reviewing /Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the grading i.e., 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the Box/Blocks provided against each column.

1. Brief of Duties assigned		<input type="text"/>
2. State of Health		<input type="text"/>
3. Conduct and Character		<input type="text"/>
4. Punctuality and Regularity and Attendance.		<input type="text"/>
5. Ability to get along and behaviour with		
(a) Superior officers	(a)	<input type="text"/>
(b) Colleagues	(b)	<input type="text"/>
(c) Public	(c)	<input type="text"/>

6. Amenability to Discipline
7. Devotion to duty and Hardworking
8. General Intelligence and keenness to learn
9. Knowledge about Department /Branch/Office procedure
10. Proficiency in use of state Language 'Hindi' in his day to day Official work.
11. Whether employee stays at his Headquarters after closing of office and during holidays?
12. Proficiency and Accuracy in Typing.
13. Proficiency in work of maintenance of Registers, Files and other record.
14. Initiative and willingness to perform any job of responsibility.
15. Assessment of Integrity :
Has anything come to your notice which reflect adversely on the official 's integrity or his ability to honestly execute his duties?
Reply in "Yes" or "No".
If yes, please give details,
16. Whether there are any 'Adverse Remarks' on the work and conduct of the employee?
Reply in "Yes" or "No".
If yes, please give details.
17. Has the official done any outstanding or notable work meriting ? Reply in "Yes" or "No"
If yes, please give details.

Compendium of Instructions on Performance Appraisal – Vol. VII

18. Suitability for promotion or Higher Scale of pay.
19. Overall Grading based on the assessment made from Sr. No. 2 to 13.

Signature of the Reporting Authority
Name in Block Letters _____
Designation _____
Date _____

REMARKS OF THE REVIEWING AUTHORITY

(Tick (✓) one of these items (a), (b) & (c) and strike out the remaining two)

- (a) I endorse the above remarks
(b) I generally agree with the above views subject to the following observations :-

- (c) I do not agree with the above remarks in column

Signature of the Reviewing Authority
Name in Block Letters _____
Designation _____
Date _____

REMARKS, IF ANY, OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority
Name in Block Letters _____
Designation _____
Date _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time schedule for writing annual confidential Report may strictly be adhered to :-
 - (a) The Reporting Authority must write the report before 15th April.
 - (b) The Reviewing Authority must record its comments before 30th April, and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks', if any, in column at Sr. No. 16 and nothing be written along with the box-block meant for Grading only.
4. While recording remarks on "Integrity" in column at Sr. No.15 instructions contained in para 4 of consolidated instructions on confidential reports, read with instructions No. 61/20/85-S (1), dated 12-12-1985 must be gone through carefully.
5. The Reporting Officer should make a mention of any defect noted any punishments inflicted on the employee or written warnings (s) issued to him during the period under report to give correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL' CONFIDENTIAL REPORT'
(For Assistants and other posts of similar nature in Group 'C')

Department _____
Office /Branch/Section _____
Period under Report _____

Part-I

1. Name of the employee _____
2. Father's name _____
3. Designation of the post held _____
Reporting _____ Reviewing _____ Accepting _____
Authority Authority Authority

Part-II

Important Notes :

1. Before writing the Annual Confidential Report, the Reporting/Reviewing /Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings i.e., 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the Box/Blocks provided against each column.

1. Brief of Duties assigned		<input type="text"/>
2. State of Health		<input type="text"/>
3. Conduct and Character		<input type="text"/>
4. Punctuality and Regularity and attendance.		<input type="text"/>
5. Ability to get along and behaviour with		
(a) Superior officers	(a)	<input type="text"/>
(b) Colleagues	(b)	<input type="text"/>
(c) Public	(c)	<input type="text"/>

6. Amenability to Discipline
7. Devotion to duty and Hardworking
8. General Intelligence and keenness to learn
9. Knowledge about Department /Branch/Office procedure
10. Proficiency in use of State Language 'Hindi', in his day to day Official work.
11. Whether employee stays at his Headquarters after closing of office and during holidays?
Reply in "Yes" or "No".
12. Promptness and Accuracy in disposal of work.
13. Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him.
14. Quality of work
(Delete the sub-clause (s) which is/are not related to his work)
 - (a) Ability to apply the relevant Rules and regulations correctly. (a)
 - (b) Capacity for examining cases thoroughly and comprehensively. (b)
 - (c) Quality of Noting & Drafting (c)
 - (d) Proficiency in Cash Handling (d)
 - (e) Proficiency in Store Management. (e)
 - (f) Proficiency in Account Matters. (f)

Compendium of Instructions on Performance Appraisal – Vol. VII

15. Organisation of work:

a) Retrieval of papers/information references.

b) Keeping the work place tidy and the record systematic.

16. Assessment of Integrity :
Has anything come to your notice which reflect adversely on the official 's integrity or his ability to honestly execute his duties? Reply in "Yes" or "No". If yes, please give details,

17. Whether there are any 'Adverse Remarks' on the work and conduct of the employee? Reply in "Yes" or "No". If yes, please give details.

18. Has the official done any outstanding or notable work of merit ? Reply in "Yes" or "No" If yes, please give details.

19. Suitability for promotion or Higher Scale of pay. (Use term "Fit" and "Not yet Fit" or "Not Fit".)

20. Overall Grading based on the assessment made from Sr. No. 2 to 18.

Signature of the Reporting Authority

Name in Block Letters _____

Designation _____

Date _____

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these items (a), (b) & (c) and strike out the remaining two)

- (a) I endorse the above remarks
- (b) I generally agree with the above views subject to the following observations.

(c) I do not agree with the above remarks in coloum

Signature of the Reviewing Authority
Name in Block Letters _____
Designation _____
Date _____

REMARKS, IF ANY, OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority
Name in Block Letters _____
Designation _____
Date _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time schedule for writing annual confidential Report may strictly be adhered to :-
 - (a) The Reporting Authority must write the report before 15th April.
 - (b) The Reviewing Authority must record its comments before 30th April and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record ‘adverse remarks’ if any, in column at Sr. No. 17 and nothing be written along with the box-block meant for Grading only.
4. While recording remarks on ‘Integrity’ in column at Sr. No.16 instructions contained in para 4 of consolidated instructions on confidential reports, read with instructions No. 61/20/85-S (1), dated 12-12-1985 must be gone through carefully.
5. The Reporting Officer should make a mention of any defect noted any punishments inflicted on the employee or written warning (s) issued to him during the period under report to give any correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee’s ability and character as reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

**GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT'**

(For Stenotypists /Junior Scale and Senior Scale Stenographers/P. As)

Department _____

Office /Branch/Section _____

Period under Report _____

Part-I

1. Name of the employee _____

2. Father's name _____

3. Designation of the post held _____

Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

Part-II

Important Notes :

1. Before writing the Annual Confidential Report, the Reporting/Reviewing /Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings i.e., 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the Box/Blocks provided against each column.

1. State of Health

2. Conduct and Character

3. Punctuality and Regularity and Attendance.

4. Ability to get along and behaviour with

(a) Superior officers (a)

(b) Colleagues (b)

(c) Public (c)

5. Amenability to Discipline

6. Devotion to duty and Hardworking
7. General Intelligence and keenness to learn
8. Knowledge about Department /Branch and Office procedure
9. Proficiency in use of state Language 'Hindi' in his day to day Official work.
10. Whether employee stays at his Headquarters after closing of office and during holidays?
Reply in "Yes" or "No"
11. Proficiency and stenography and typing.
12. Maintenance of engagement diary and timely submission of necessary papers for meetings , interviews etc.
13. Trust worthiness in handling secret and top secret matters and papers.
14. Handling of Dak, Files, record and management of his office.
15. Handling telephones, visitors tour programmes and engagements etc.
16. Assistance provided in making his officer more effective (checking on details), follow-ups, feedback progress etc.
17. Assessment of Integrity :
Has anything come to your notice which reflect adversely on the official 's integrity or his ability to honestly execute his duties?
Reply in "Yes" or "No".
If yes, please give details.

Compendium of Instructions on Performance Appraisal – Vol. VII

18. Whether there are any 'Adverse Remarks' on the work and conduct of the employee?
Reply in "Yes" or "No".
If yes, please give details.
19. Has the official done any outstanding or notable work of merit ? Reply in "Yes" or "No"
If yes, please give details.
20. Suitability for promotion or Higher Scale of pay.
(Use terms 'Fit' or 'Not yet fit' or 'Not Fit')
21. Overall Grading based on the assessment made from Sr. No. 2 to 19 above.

Signature of the Reporting Authority
Name in Block Letters _____
Designation _____
Date _____

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these items (a), (b) & (c) and strike out the remaining two)

- (a) I endorse the above remarks
(b) I generally agree with the above views subject to the following observations.

- (c) I do not agree with the above remarks in columns:

Signature of the Reviewing Authority
Name in Block Letters _____
Designation _____
Date _____

REMARKS, IF ANY, OR COUNTERSIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority

Name in Block Letters _____

Designation _____

Date _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time schedule for writing annual confidential Report may strictly be adhered to :-
 - (a) The Reporting Authority must write the report before 15th April;
 - (b) The Reviewing Authority must record its comments before 30th April; and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No. 18 and nothing be written along with the box-block meant for Grading only.
4. While recording remarks on 'Integrity' in column at Sr. No.17 instructions contained in para 4 of consolidated instructions regarding confidential reports, read with the instructions No. 61/20/85-S (1), dated 12-12-1985 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted any punishments inflicted on the employee or written warning (s) issued to him during the period under report to give a correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL' CONFIDENTIAL REPORT'
(For the common cadre group D posts)

Department _____
Office /Branch/Section _____
Period under Report _____

Part-I

1. Name of the employee _____
2. Father's name _____
3. Designation of the post held _____
Reporting _____ Reviewing _____ Accepting _____
Authority Authority Authority

Part-II

Important Notes :

1. Before writing the Annual Confidential Report, the Reporting/Reviewing /Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings i.e., 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the Box/Blocks provided against each column.

1. State of Health	<input type="text"/>
2. Conduct and Character	<input type="text"/>
3. Punctuality and Regularity and Attendance.	<input type="text"/>
4. Amenability to Discipline	<input type="text"/>
5. Devotion of duty and Hardworking	<input type="text"/>
6. Behaviour and obedience	<input type="text"/>
7. Intelligence and fitness to do the assigned tasks.	<input type="text"/>

8. Whether the employee stays at
his Headquarters after closing of
office and during holidays?
Reply in "Yes" or "No"
9. Assessment to Integrity
10. Adverse Remarks on work
performance and conduct, if any.
Reply in "Yes" or "No".
If "Yes" please give details.
11. Suitability for promotion or
Higher Scale of Pay (use term
"Fit" or "Not yet Fit" or "Not fit").
12. Overall Grading based on the
assessment made from
Sr. No. 2 to 10 above.

Signature of the Reporting Authority
Name in Block Letters _____
Designation _____
Date _____

REMARKS, IF ANY, OR COUNTERSIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority
Name in Block Letters _____
Designation _____
Date _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time schedule for writing annual confidential Report may strictly be adhered to :-
- (a) The Reporting Authority must write the report before 15th April.
 - (b) The Reviewing Authority must record its comments before 30th April and
 - (c) The Accepting Authority must record its acceptance before 15th May.

Compendium of Instructions on Performance Appraisal – Vol. VII

2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record ‘adverse remarks’ if any, in column at Sr. No. 10 and nothing be written along with the box-block meant for Grading only.
4. While recording remarks on ‘Integrity’ in column at Sr. No.9 instructions contained in para 4 of consolidated instructions on confidential reports, read with instructions No. 61/20/85-S (1), dated 12-12-1985 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted any punishments: inflicted on the employee or written warning (s) issued to him during the period under report to give correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee’s ability and character as reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT OF DRIVERS'
(Applicable for Drivers of Staff Cars/Jeeps and other official Vehicles)

Department _____
Office /Branch/Section _____
Period or Report _____

Part-I

1. Name of the employee _____
2. Father's name _____
3. Designation of the post held _____
Reporting _____ Reviewing _____ Accepting _____
Authority Authority Authority

Part-II

Important Notes :

1. Before writing the Annual Confidential Report, the Reporting/Reviewing /Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the grading i.e., 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the Box/Blocks provided against each column.

1. State of Health

2. Punctuality and Devotion to Duty.

3. Ability to get along with and behaviour with

(a) Superior officers (a)

(b) Colleagues (b)

4. Whether the employee stays at his Headquarters after closing of office and during holidays?
(Reply in "Yes" or "No")

5. Technical knowledge about the vehicle which he drives.

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6. Proficiency in safe driving & Maintenance of the vehicle
7. Acquaintance with traffic rules and other road signs.
8. Does he maintain the log book according to Govt. instructions? (Reply in "Yes" or "No")
If no, give brief description.
9. Assessment to Integrity :
Has anything come to your notice which reflect adversely on the official 's integrity?
Reply in "Yes" or "No".
If yes, please give details.
10. Any other comments.
11. Overall Grading based on the assessment made from Sr. No. 2 to 10 .

Signature of the Reporting Authority
Name in Block Letters _____
Designation _____
Date _____

REMARKS OF THE REVIEWING AUTHORITY

Signature of the Reviewing Authority
Name in Block Letters _____
Designation _____
Date _____

REMARKS, IF ANY, OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority
Name in Block Letters _____
Designation _____
Date _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time schedule for writing annual confidential Report may strictly be adhered to :—
 - a) The Reporting Authority must write the report before 15th April.
 - b) The Reviewing Authority must record its comments before 30th April and
 - c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. While recording remarks on “Integrity’ in column at Sr. No.9 instructions contained in para 4 of consolidated instructions on confidential reports, read with instructions No. 61/20/85-S (1), dated 12-12-1985 must be gone through carefully.
4. The Reporting Officer should make a mention of any defect noted any punishments inflicted on the employee or written warning (s) issued to him during the period under report to give correct picture of his work and conduct.
5. The Report should be a true and objective assessment of the employee’s ability and character as reflected in his day to day official work during the period under report.
6. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 61/11/96–S(1)

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments Commissioner, Ambala/Hisar/Rohtak/Gurgaon Divisions
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court
Dated Chandigarh, the 14-5-1996

Subject: Confidential Reports

Sir,

I am directed to invite your attention to para 2 to the booklet of Haryana Government printed in year 1987 on consolidated instructions regarding confidential reports wherein it has been interalia laid down that when an official is placed under suspension as a result of disciplinary proceedings, the facts should be recorded in the personal file. Some departments have been referring the cases to the Chief Secretary (in Services-I Br.) for seeking advice on the point as to how the period for which ACRs is not written should be treated? Whether the unwritten ACRs for that period are to be treated as good or bad?

2. In the cases of promotion, crossing of Efficiency Bar and retention in service beyond 50/55 years certain annual confidential reports are to be kept in view for deciding such cases. In order to avoid references on this point it is made clear that the period for which ACR has not been written i.e. on account of suspension, absence due to leave or illness, termination of services or for any other reason, ACR for that period should be treated as blank.

3. Other instructions regarding promotion, crossing of E.B. and retention in service beyond 50/55 years issued by the Govt. from time to time should be followed as hereto before.

Yours faithfully

Sd/-

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

A copy each is forwarded to :-

- (1) All the Financial Commissioners, Haryana;
- (2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

- (1) All the Financial Commissioners, Haryana.
- (2) All the Administrative Secretaries to Government, Haryana.

U.O.No. 61/11/96-S (1),

Dated Chandigarh the 14-5-1996

No. 60/1/96-S(1)

From

The Chief Secretary to Government, Haryana

To

All Heads of Departments Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divisions
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 22-5-1996

Subject: Policy regarding writing of confidential reports of Superintendents of Police and other officers.

Sir,

I am directed to invite your attention to the subject noted above and to say that the Government has reconsidered the matter and decided that the confidential reports of the Superintendents of Police will be initiated by the District Magistrates (Deputy Commissioners) on the following three aspects:-

- (i) Reputation for honesty.
- (ii) Dealings with the public.
- (iii) Overall personality and efficiency in the matter of maintenance of law and order and also for maintaining and promoting communal harmony and curbing handling communal tension.

2. The report with the remarks of the District Magistrate will be forwarded to the respective Deputy Inspector General of the range.

3. These order will be applicable for writing ACRs for the year 1996-97 and onwards. The instructions dated 25-6-88 issued by Haryana Government are hereby withdrawn.

4. As regards the Heads of the other departments (Who head that particular department in the district) including Principal of Government colleges will continue to be recorded by the concerned Deputy Commissioner. In addition the reports of the circle officers like Superintending Engineers having jurisdiction over the district (where his Headquarter is located) will also be initiated by the concerned Deputy Commissioner. This will be then recorded upon by the Divisional Commissioner. In the case of the Superintending Engineers and other circle level officers, the Deputy Commissioner will record his remarks on the following aspects.

- (i) Reputation for honesty
- (ii) Dealings with the public
- (iii) Contribution towards implementation of government's policies and development schemes.

5. A flow chart regarding movements of ACRs is enclosed herewith for guidance.

Compendium of Instructions on Performance Appraisal – Vol. VII

6. These instructions may kindly be brought to the notice of all concerned for compliance.

Yours faithfully

Sd/-

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

A copy each is forwarded to :-

- (i) All the Financial Commissioner, Haryana;
- (ii) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

- (1) All the Financial Commissioners, Haryana.
- (2) All the Administrative Secretaries to Government, Haryana.

U.O.No. 61/1/96-S (1),

Dated Chandigarh the 22-5-1996

Authorities for recording remarks in respect of officers of different level posted in the field.

S.No.	Designation	Reporting Authority No. I	Reporting Authority No. II	Reporting Authority No. III
1	2	3	4	5
1.	IN CASE OF SUPERINTENDENT OF POLICE	Deputy Commissioner	D.I.G. of the Range	Divisional Commissioner
Reporting Authority No. III will send it to the D.G.P at Chandigarh.				
2.	IN CASE OF SUPERINTENDING ENGINEERS	Deputy Commissioner of the District where S.E. is posted	Divisional Commissioner	_____
Reporting Authority No. II will send it to the Head of the Department at Chandigarh.				
3.	IN CASE OF DISTRICT HEADS	Deputy Commissioner	_____	_____
Deputy Commissioner will send it to the Head of the Department at Chandigarh.				

No. 61/20/96-S(1)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divisions
All Deputy Commissioners and Sub all Divisional Officers (Civil) in Haryana

2. The Registrar, Punjab & Haryana High Court

Dated Chandigarh, the 22-7-1996

Subject : Confidential Reports-Consolidated Instructions regarding.

Sir,

I am directed to refer to composite Punjab Government Consolidated Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, as amended from time to time, on the subject noted above and to say that Government have decided to make the following further amendment in the instructions:—

The existing Paragraph 5 (iii) (b) may be substituted as under:-

5. (iii) (b) The Minister in-charge will also be the accepting authority in respect of those Under Secretaries who submit their cases direct to the Secretary of the Department concerned without routing them through any Joint/Deputy Secretary. In the case of other officers, the Minister-in-charge would normally be neither a recording nor an accepting authority. He would be competent, however, in any particular case, if he so chooses, to send for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge. Such remarks should be recorded by him on the ACR for the latest year written during his holding the charge of the concerned department, within one month of the calling of the relevant ACR.

Yours faithfully,

Sd/-

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

A copy each is forwarded to :-

(1) All the Financial Commissioners, Haryana

(2) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

To

- (1) All the Financial Commissioners, Haryana.
- (2) All the Administrative Secretaries to Government, Haryana.

U. O. No. 61/20/96-S(1),

Dated Chandigarh, the 22-7-96

A copy each is forwarded to the Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries /Private Secretaries to the Chief Minister/Ministers/ Chief Parliamentary Secretary for the information of the Chief Minister / Ministers/ Chief Parliamentary Secretary.

Sd/-

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

To

The Principal Secretary/Deputy Principal Secretary /Officer on Special Duty / Secretaries / Private Secretaries to the Chief Minister/Ministers /Chief Parliamentary Secretary.

U.O.No. 61/20/96-S (1),

Dated Chandigarh the 22-7-96

No. 60/1/97-S (1)

From

The chief Secretary to Govt. Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions,
- 2.. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 13th June, 1997

Subject : Recording remarks on the ACRs of the officers of implementing Mewat Area Development Project.

Sir,

I am directed to refer to the above noted subject and to say that in partial modification of the Govt. Instructions issued vide circular letter No. 60/1/96-S (1) dt. 22-5-96 in the matter it has been decided that ACRs of all the officers/officials of the Line Deptts. working for Mewat Development Project in Mewat Area should be sent to Commissioner, Gurgaon Division by the initiating authority. The Commissioner, Gurgaon Division will record his remarks about the performance / contribution of the Officer/Official concerned in the implementation of Mewat Area Development Project and sent the ACR to next reporting authority in order to have effective control for implementing the Mewat Area Development Project.

2. These instructions may kindly be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

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

A copy each is forwarded to :-

- (i) All the Financial Commissioners, Haryana.
- (ii) All the Administrative Secretaries to Government, Haryana.

Sd/-

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

To

- (i) All the Financial Commissioners, Haryana
- (i) All the Administrative Secretaries to Government, Haryana.

U.O.No. 60/1/97-S (1)-A

Dated Chandigarh the 13th June, 1997

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 60/1/97- S(1)

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments, Commissioner, Ambala/Hisar/Rohtak/Gurgaon
Divisions : All Deputy Commissioners and
All Sub Divisional Officers (C) in Haryana.
- (2) The Registrar
Punjab and Haryana High Court
Dated Chandigarh, the 7th August, 1997

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(1) dated 27th March, 1985, No. 60/3/91-S(1) dated 28-2-1992 and No. 60/1/93-S(1), 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 5th 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 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 compliance and their information.

Yours faithfully,

Sd/-

Section Officer Services -I
for Chief Secretary to Government, Haryana

Confidential Reports

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

Sd/-
Section Officer Services -I
for Chief Secretary to Government, Haryana.

To

- (i) All the Financial Commissioners, Haryana
- (ii) All the Administrative Secretaries to Government, Haryana

U.O.No. 60/4/97-S (1),

Dated Chandigarh the 7th, August, 1997

A copy each is forwarded to the Principal Secretary/Deputy 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.

Sd/-
Section Officer Services -I
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries / Private Secretaries to the Chief Minister/Ministers/ State Ministers.

U.O.No. 60/4/97-S(1)

Dated Chandigarh, the 7th August, 1997

No. 60/1/97-S(1)

Dated Chandigarh the 7th August, 1997

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

Sd/-
Section Officer Services -I
for Chief Secretary to Government, Haryana.

Subject : Regarding remarks in the ACR of the officers /officials for rendering help in the enforcement of prohibition in the state.

Will the

- (1) The Financial Commissioner & Secretary to Govt, Haryana, Public Relations.
- (2) Financial Commissioner & Secretary to Govt, Haryana , Home (Police);
- (3) Commissioner & Secretary to Govt. Haryana, Education;
- (4) Commissioner & Secretary to Govt. Haryana, Panchayat;
- (5) Commissioner & Secretary to Govt. Haryana, Social Welfare;
- (6) Commissioner & Secretary to Govt. Haryana, Health; and
- (7) Commissioner & Secretary to Govt. Haryana, Ayurveda departments kindly refer to the above noted subject ?

2. The matter cited as subject has been engaging the attention of the State Govt. for some time past. In order to motivate the officers who are posted in the field in the departments like Education, Panchayats, Public Relations, Social Welfare, Health and Ayurveda, Police and General Administration, it has been decided that they should be duty bound to help and assists in the implementation of Prohibition so as to implement the programme more effectively. For doing this, the following column should be added in their ACRs :—

“Contribution made in the enforcement of Prohibition.” This will be commented upon by the Reporting Officers of their own departments for officers upto the level of district heads.

3. They are requested to take further necessary action in the matter accordingly.

Sd/-

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

To

- (1) The Financial Commissioner & Secretary to Govt. Haryana, Public Relations
- (2) Financial Commissioner & Secretary to Govt, Haryana, Home (Police),
- (3) Commissioner & Secy. to Govt. Haryana, Education ;
- (4) Commissioner & Secy. to Govt. Haryana, Panchayats ;
- (5) Commissioner & Secy. to Govt. Haryana, Social Welfare ;
- (6) Commissioner & Secy. to Govt. Haryana, Health ; and
- (7) Commissioner & Secy. to Govt. Haryana, Ayurveda ,

U.O.No. 60/3/96-S

Dated Chandigarh the 26th August, 1997

No. 60/3/96-S

Dated Chandigarh the 26th August, 1997

A copy each is forwarded to all the Divisional Commissioners, Deputy Commissioners, Addl. Dy. Commissioners and S.D.O. (C) in the State for taking necessary action in respect of the officers of the General Administration.

Sd/-

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

DATE BOUND

No. 60/4/97-S(I)

From

The Chief Secretary to Government, Haryana

To

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

Dated Chandigarh, the 21st Noveber, 1997

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. 60/3/9-S(1) dated 28-2-1992, No. 60/1/93-S(1), dated 29-4-1993 and even No. dated 7 August, 1997 on the above noted subject and to say that it has come to the notice of the Government that despite repeated instructions many officers have still not written ACRs of their subordinates. The Government have taken very serious view of this lapse on their part.

2. It has, therefore, been decided to direct all such officers, who have not written the ACRs of their subordinates so far should write the pending ACRs within a week positively.
3. Those who have not written the ACRs of their subordinates, their explanation should be called for taking disciplinary action against them.
4. It has also been decided that in the case of such officers who failed to write ACRs of their subordinates in time, an entry to this effect may be made in their ACRs.
5. These instructions should be followed earnestly and meticulously and brought to the notice of all concerned for strict compliance.

Yours faithfully

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

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

Sd/-
Section Officer Services-I
for Chief Secretary to Government, Haryana.

To

- (i) All the Financial Commissioners, and;
- (ii) All the Administrative Secretaries to Government, Haryana

U.O.No. 60/4/97-S (1),

Dated Chandigarh the 21st -Nov, 1997

A copy each is forwarded to the Principal Secretary/Deputy Principal Secretary/Secretaries /Private Secretaries to the Chief Minister/Minister/ State Ministers of the information for the Chief Minister / Minister/State Ministers.

Sd/-
Section Officer Services-I
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/ Dy. Principal Secretary/
Secretaries / Private Secretaries to the Chief Minister/
Ministers/State Ministers.

U.O.No. 60/4/97-S (1),

Dated Chandigarh the 21st Nov, 1997

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

Sd/-
Section Officer Services-I
for Chief Secretary to Government, Haryana.

No. 60/2/98-S(1)

From

The Chief Secretary to Government, Haryana

To

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

Dated Chandigarh, the 12th May, 1998

Subject : Confidential Reports-Consolidated Instructions regarding.

Sir

I am directed to refer to Composite; Punjab Government Consolidated Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 as amended from time to time, on the subject noted above and to say that Government have decided to make that following further amendment in the instructions:—

The existing Paragraph 5 (iii) (b) may be substituted as under :-

“5(iii) (b) The Minister-in-charge will also be the accepting authority in respect of all the under Secretaries irrespective of the fact that they submit their cases direct to the Secretary of the Department concerned, or through any Joint/Deputy Secretary. In the case of other officers/officials subordinate to the Under Secretaries, the Minister -in-charge would normally be neither a recording nor an accepting authority. He would be competent however, in any particular case, if he so chooses, to sent for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge. Such remarks should be recorded by him on the ACR for the latest year written during his holding the charge of the concerned department, with in one month of the calling of the relevant ACR.”

Yours faithfully

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

A copy each is forwarded to :-

1. All the Financial Commissioners, Haryana
2. All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

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

U.O.No. 60/2/98-S(1)

Dated Chandigarh the 12th May, 1998

A copy each is forwarded to the Principal Secretary/ Addl. Principal Secretary/Deputy Principal Secretary/ Secretaries/ Private Secretaries to the Chief Minister /Ministers/Ministers of State for the information of Chief Minister /Ministers/ Ministers of State.

Sd/-

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

To

The Principal Secretary/
Addl. Principal Secretary/Deputy Principal Secretary/
Secretaries/ Private Secretaries to the Chief Minister /
Ministers/Ministers of state

U.O.No. 60/2/98-S (1),

Dated Chandigarh the 12th May, 1998

DATE BOUND

No. 60/4/97-S(1)

From

The Chief Secretary to Government Haryana

To

1. All Heads of Departments, Commissioners, Ambala / Hisar / Rohtak and Gurgaon Divisions
All Deputy Commissioners and
All Sub Divisional Officers (Civil) in Haryana
2. The Registrar, Punjab & Haryana High Court
Dated Chandigarh, the 2 July 1998

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 letter No. 60/2/86-S(I) dated 27-3-1986, No. 60/3/91-S(I), dated 28-2-1992, No. 60/1/93-S(I) dated 29-4-1993, and even No. dated 7-8-1997 and 21-11-1997 on the above noted subject and to say that it has come to the notice of the Government that inspite of repeated instructions, ACRs. of the subordinates have not been written by the Officers. The Government have taken serious note of it.

2. As per the time schedule prescribed, ACRs are to be completed by 14th of May each year. In cases of delay, the service matters of the officers /officials concerned keep on pending and acute hardship is faced on this account alone.
3. The disciplinary action is required to be taken against the officers who fail to comply with the Government instructions regarding writing of ACRs besides making an entry to this effect in the ACRs of such defaulting officers.
4. It has further been decided that names of the officers who do not comply with these instructions and do not write ACRs of their subordinates in time, should be brought to the notice of their appointing authorities by 15th of June each year for taking necessary disciplinary action and making an entry in their ACRs for such a lapse on their part. In respect of the pending ACRs at present, the above fact should be brought to the notice of such authorities by 20th of July, 1998 for taking the desired action against the defaulting Officers.
5. It has also been decided to direct all such officers who have not written the ACRs of their subordinates so far should write the pending ACRs. within 10 days positively from the date of issue of these instructions.
6. These instructions should be brought notice of all concerned for strict compliance.

Yours faithfully

Sd/-

Section Officer Services-I

for Chief Secretary to Government., Haryana.

Compendium of Instructions on Performance Appraisal – Vol. VII

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

Sd/-
Section Officer Services-I
for Chief Secretary to Government, Haryana.

To

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

U.O.No. 60/4/97-S (1),

Dated Chandigarh the 2nd July, 1998

A copy each is forwarded to the Principal Secretary/ Addl. Principal Secretary/Deputy Principal Secretary/ Secretaries/ Private Secretaries to the Chief Minister /Ministers/State Ministers for the information of the Chief Minister /Ministers/ State Ministers.

Sd/-
Section Officer Services-I
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/ Addl. Principal Secretary/
Deputy Principal Secretary/ Secretaries/ Private Secretaries to
the Chief Minister /Ministers/ State Ministers

U.O.No. 60/4/97-S(1)

Dated Chandigarh, the 2nd July, 1998

Endst. No. 60/4/97-S(1)

Dated Chandigarh the 2nd July, 1998

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

Sd/-
Section Officer Services-I
for Chief Secretary to Government, Haryana.

Subject : To prescribe authorities for writing ACRs of HCS officers.

Will all the Financial Commissioners and Administrative Secretaries to Government, Haryana kindly refer to the State Government U. O. No. 31/1/86-S(I), dated 30.4.1986 on the Subject noted above?

2. The matter cited as subject has again been considered and it has now been decided that the Chief Minister will be accepting authority for recording A.C. Rs. of all the HCS officers working in the State in addition to the present authorities recording the remarks in their ACRs. viz, initiating authority, reviewing authority accepting authority. The ACRs will be submitted to the Chief Minister for acceptance and all the authorities between the present authorities viz. Secretary Deputy/State Minister and Minister will also record their marks before submitting the ACRs to the Chief Minister.
3. It has been observed that there are certain Heads of Departments whose ACRs are presently not being submitted to the Chief Minister. After considering the matter, it has also been decided that the Chief minister will be to the accepting authority in the case of all Heads of Departments and their ACRs shall be submitted to the Chief Minister for acceptance in future.
4. These Instructions shall take place with immediate effect.
5. Please acknowledge the receipt of these instructions and these may be brought to the notice of all the Officers/Officials concerned for strict compliance.

Sd/-

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

To

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

U.O. No. 60/2/98-S(1)

Dated Chandigarh, the 26th November, 1998

Endst. No. 60/2/98-S(1)

Dated Chandigarh the 26th November, 1998

A copy each is forwarded for information and necessary action to :

1. All Heads of Departments
2. All the M. Ds./ Chief Administrators of Corporations/Boards/Federations.
3. All the Divisional Commissioners and Deputy Commissioners in Haryana.

Sd/-

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

No. 60/3/98-S(1)

From

The Chief Secretary to Government, Haryana

To

1. All Heads of Departments
Commissioners, Ambala, Hisar
Rohtak and Gurgaon Divisions
All Deputy Commissioners and
All Sub Divisional Officers (Civil) in Haryana
2. The Registrar,
Punjab & Haryana High Court.
Dated Chandigarh, the Jan. 4, 1999

Subject : Confidential Reports Consolidated instructions regarding.

Sir,

I am directed to address you on the subject noted above and to say that despite repeated directions, it has been noticed that officers do not write ACRs of their subordinate within the prescribed time schedule and in accordance with the Government instructions.

2 In spite of clear instructions in respect of report about integrity, reporting officers continue to record non-committal remarks such as "Average", "Satisfactory", "No Complaint" etc. Similarly, adverse remarks recorded in the ACRs are not conveyed promptly, nor are matter examined properly and thoroughly. Decisions on representations against adverse remarks are not taken in time. Departments continue to refer cases for advice even after taking final decision on such representation. Cases are referred for advice for considering 2nd representation despite clear instructions that second representation does not lie.

3. I am, therefore, directed to reiterate that time schedule for writing ACRs should be strictly adhered to, failing which disciplinary action would be taken against the defaulting officers and entry to this effect made in the ACRs as per instructions. A clear opinion should be stated above integrity in the light of Government instructions. Adverse remarks should be conveyed promptly, examined properly and thoroughly and a conscious decision should be taken well in time and overall assessment of ACR should be categorised in recognised categories only. Where instructions are already clear, unnecessary references should be avoided.

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

Yours faithfully

Sd/-

Joint Secretary, General Administration,
for Chief Secretary to Government, Haryana

Confidential Reports

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

Sd/-

Joint Secretary, General Administration,
for Chief Secretary to Government, Haryana

To

All the Financial Commissioners, and
All the Administrative Secretaries to Government, Haryana

U.O.No. 60/3/98-S (1),

Dated Chandigarh the 4th Jan, 1999

A copy each is forwarded to the Principal Secretary/ Addl. Principal Secretary/Deputy Principal Secretary/ Secretaries/ Private Secretaries to the Chief Minister /Ministers/ State Ministers for the information of the Chief Minister /Ministers/ State Ministers.

Sd/-

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

To

The Principal Secretary/Addl. Principal Secretary/Dy. Principal Secretary /
Secretaries/Private Secretaries to the Chief Minister/Ministers/States Ministers.

U.O. No. 60/3/98-S(1)

Dated Chandigarh, the 4th Jan. 1999

Endst. No. 60/3/98-S(1)

Dated Chandigarh the 4th Jan. 1999

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

Sd/-

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

No. 60/2/98-S(1)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions
 2. All Deputy Commissioners and All Sub Divisional Officers (Civil) in Haryana
- Dated Chandigarh, the 2nd February, 1999

Subject : Confidential Reports Consolidated instructions regarding.

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 as amended from time to time, on the subject noted above and to say that according to the existing provisions made in paragraph 5 (iii) (b) of the said instructions Minister-in-charge is the accepting authority in respect of all the Under Secretaries irrespective of the fact that they submit their cases direct to the Secretary of the Department concerned or through any Joint Secretary/Deputy Secretary. In the case of other officers/ officials subordinate to the Under Secretaries, he would normally be neither a recording nor an accepting authority. He would be competent, however, in any particular case, if he so chooses, to sent for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge. This position is in respect to the Staff (officers/officials) working under the Minister-in-charge in the Administrative Department. In the case of officers/staff working under him in the directorate and field offices, except the Head of the Department and HCS officers, he is not a recording/accepting authority. There is at present no provision for calling the ACR of any officer/official working in the Directorates for recording his views.

2. This matter has been re-examined by the Government and it has now been decided that the Minister -in-charge may sent for the ACR of any officer, working in the Department (s) in the directorate and field offices under his charge and record such remarks therein, as he considers necessary, on the basis of his personal knowledge. Such remarks should be recorded by him in the ACR for the latest year written during his holding the charge of the concerned department, within one month of the calling of the relevant ACR.
3. These instructions will come into force with immediate effect.
4. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully

Sd/-

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

A copy each is forwarded to :-

1. All the Financial Commissioners, to Government, Haryana and ;
2. All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

Joint Secretary, General Administration,
for Chief Secretary to Government, Haryana

To

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

U.O. No. 60/2/98-S(I)

Dated Chandigarh the Feb. 2, 1999

A copy each is forwarded to the Principal Secretary/ Addl. Principal Secretary/Deputy Principal Secretary/ Secretaries/ Private Secretaries to the Chief Minister /Ministers/Ministers of State for the information of Chief Minister /Ministers/ Ministers of State.

Sd/-

Joint Secretary , General Administration,
for Chief Secretary to Government, Haryana

To

The Principal Secretary/
Addl. Principal Secretary/Deputy Principal Secretary/
Secretaries/ Private Secretaries to the Chief Minister /
Ministers/Ministers of State

U.O. No. 60/2/98-S(1)

Dated Chandigarh, the Feb. 2nd, 1999

Endst. No. 60/2/98-S(1)

Dated Chandigarh the Feb. 2nd, 1999

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

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 60/1/96-S(1)

From

The Chief Secretary to Government, Haryana

To

All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions
All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the March 11th, 1999

Subject : Policy regarding writing of confidential reports of Superintendents of Police and other officers.

Sir,

I am directed to refer to the subject noted above and to say that it has come to the notice of the Government that the instructions issued vide Government circular letter. No. 60/1/98-S(I), dated 22-5-1996 (copy enclosed) are not being followed by the various officers/officials for writing ACRs of the officers of the District level. I am, therefore, desired to request you to bring these instructions to the notice of all concerned for strict compliance.

Yours faithfully

Sd/-

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

A copy each is forwarded to :-

- (i) All the Financial Commissioners, Haryana and
- (ii) All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

- (i) All the Financial Commissioners, Haryana, and
- (ii) All the Administrative Secretaries to Government, Haryana.

U.O.No. 60/1/96-S(1)

Dated Chandigarh, the March 11, 1999

A copy to letter bearing No. 60/1/96-S(I) dated 22-5-1996 from the chief Secretary to Government Haryana addressed to All Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Subject : Policy regarding writing of confidential reports of Superintendents of Police and other officers.

Sir,

I am directed to invite your attention to the subject noted above and to say that the Government, has reconsidered the matter and decided that the confidential reports of the Superintendents of Police will be initiated by the District Magistrates (Deputy Commissioners) on the following three aspects :-

- (i) Reputation for honesty.
- (ii) Dealing with the public.
- (iii) Overall personality and efficiency in the matter of maintenance of law and order and also for maintaining and promoting communal harmony and curbing/handling communal tension.

2. The report with the remarks of the District Magistrate will be forwarded to the respective Deputy Inspector General of the range.

3. These orders will be applicable for writing ACRs for the year 1996-97 and onwards. The instructions dated 25-6-1988 issued by Haryana Government are hereby withdrawn.

4. As regards the Heads of the Other Departments (who head that particular department in the district) including Principal of Government Colleges will continue to be recorded by the Concerned Deputy Commissioner. In addition, the reports of the circle officers like Superintending Engineers having jurisdiction over the district (where his Headquarter is located) will also be initiated by the concerned Deputy Commissioner. This will be then recorded upon by the Divisional Commissioner. In the case of the Superintending Engineers and other circle level officers, the Deputy Commissioner will record his remarks on the following aspects :-

- (i) Reputation for honesty.
- (ii) Dealing with the public.
- (iii) Contribution towards implementation of Governments Policies and development schemes.

5. A flow chart regarding movement of ACRs is enclosed herewith for guidance.

6. These instructions may kindly be brought to the notice of all concerned for compliance.

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Authorities for recording remarks in respect of officers of different level posted in the field.

S.No.	Designation	Reporting Authority No. I	Reporting Authority No. II	Reporting Authority No. III
1	2	3	4	5
1.	In case of Superintendent of police	Deputy Commissioner	D.I.G. of the Range	Divisional Commissioner
Reporting Authority No. III will send it to the D.G.P at Chandigarh.				
2.	In case of Superintending engineers	Deputy Commissioner of the District where S.E. is posted	Divisional Commissioner	_____
Reporting Authority No. II will send it to the Head of the Department at Chandigarh.				
3.	In case of district heads	Deputy Commissioner	_____	_____

Deputy Commissioner will send it to the Head of the Department at Chandigarh.

No. 60/3/98-S(1)

From

The Chief Secretary to Government, Haryana

To

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

Dated Chandigarh, the April 8th, 1999

Subject : Confidential Reports - Consolidated instructions regarding.

Sir,

I am directed to refer to Govt. circular letter No. 36/28/81-S(I), dated June 6, 1989 on the above noted subject and to say that the annual confidential report which is graded as 'average' and even if it does not contain any adverse remarks, is treated as adverse and it required to be communicated to the officer/official concerned immediately after its receipt. As per provisions made in para 10 of the consolidated instructions, an officer should not at any time be kept ignorant of the reporting officer's opinion, where his service is not considered satisfactory. Criticism should be communicated promptly and should indicate the nature of defects in suitable language, so that officer is not deprived of the right of representation. It is also pertinent to mention that Courts have tended to ignore such adverse reports (average) which had not been conveyed and where an opportunity for representation was not afforded to the officer concerned. In terms of Govt., instructions issued vide letter Nos. 5990-3S-72/10852, dated 7-5-1974 and 953-3S-75. dated 1-5-1975, a certificate to ensure that adverse remarks are communicated to the officer/official concerned is required to be furnished by all Heads officer, HOD and Administrative Secretaries by the end of June each year (in the case of Education Deptt. at the end of October each year) that adverse remarks given in the ACRs maintained in that Department have been communicated to the officer/official concerned. But it has come to the notice of the Government that these instructions are not being followed meticulously which result in unnecessary delay in deciding the service matters of the official officer concerned. A Disciplinary action is also required to be taken against the defaulting officers for not complying with the Govt. instructions from time to time. Any lapse in this regard should be viewed seriously.

2. It is , therefore, again reiterated that adverse remarks including 'average' grading should be communicated to the official /officer concerned immediately after the receipt of such reports positively.

3. I am to request that these instructions may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully

Sd/-

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

Compendium of Instructions on Performance Appraisal – Vol. VII

A copy each is forwarded to : -

1. All the Financial Commissioners, Haryana
2. All the Administrative Secretaries, Haryana for their information and further necessary action.

Sd/-

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

To

1. All the Financial Commissioners, Haryana; and
2. All the Administrative Secretaries, Haryana.

U.O.No. 60/3/98-S (1),

Dated Chandigarh the 8th April, 1999

A copy each is forwarded to the Principal Secretary/Addl. Principal Secretary/ Dy. Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers for the information of the Chief Minister / Ministers/State Ministers.

Sd/-

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

To

The Principal Secretary/Addl. Principal Secretary/ Dy. Principal Secretary/ Secretaries/ Private Secretaries to the Chief Minister/Ministers/State Ministers.

U.O.No. 60/3/98-S (1)

Dated Chandigarh the 8th April, 1999

No. 2/19/2001-2GSI

From

The Chief Secretary to Government, Haryana

To

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

Dated Chandigarh, the 22nd October, 2001.

Subject : Down-grading of A.C.R.s regarding.

Sir,

I am directed to invite your attention to the instructions contained in Haryana Govt. Letter No. 2/46/88-2GSI, dated 17th May, 1989 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. It was also clarified that the extent of downgrading will be decided by the authority passing final orders in promotion cases etc. and will depend on the nature of charges proved against an individual and not merely on the amount of punishment awarded.

Clarifications were issued further vide Govt., instructions issued vide letter No. 2/46/88-2GSI, dated 15th May, 1990 that no fresh separate show-cause notice is required to be issued for down grading of A.C.R. and the orders of down grading of A.C.R. may be passed simultaneously while issuing orders of punishment. However, in cases where punishment orders have already been issued in which no mention about down-grading of A.C.R. has been made, then in such cases, for down-grading of A.C.R., another show-cause notice may be issued in view of the punishment already awarded.

It was also required that a copy of the orders down-grading of A.C.R. should be placed in the ACR file of the employee concerned and a mention thereof may also be made in the ACR of that particular year. Instructions were issued vide letter No. 2/46/88-2GSI, dated 6th January, 1992 also that A.C.R. if once down-graded, the previous grading ceases to exist and the new grading will be taken into account for all the cases where A.C.R's. are taken into consideration.

2. It has been observed by the State Government that the aforementioned Government instructions are not being complied with. It has been noticed in a number of cases that the A.C.R's of the employees concerned have not been down-graded as a sequel to the punishment awarded to them. Resultantly, the employee concerned in such cases are being considered for promotion / retention in service etc. on the basis of overall assessment based on the original gradation of A.C.R's. The Government has viewed this lapse on the parts of the defaulting departments seriously.

Compendium of Instructions on Performance Appraisal – Vol. VII

I have, therefore, been desired to reiterate the aforementioned Government instructions for being adhered to meticulously. Accordingly, it is requested that orders of downgrading of A.C.R. (s) should be passed simultaneously, while issuing orders of punishment and a copy thereof should be placed in the A.C.R. file of the employee concerned besides mentioning about the down-grading in the A.C.R. of that particular year. However, in cases, where punishment orders have already been issued in which no mention about the down-grading has been made, another show-cause notice may be issued for down grading the A.C.R.(s). The extent of down grading will be decided by the competent authority for final orders in punishment/promotion cases etc.

In future, it may be ensured that fresh assessments of A.C.Rs are taken into account while dealing with the cases of retention in service beyond 50/55 years/prompt cases/cases of efficiency bar and any other cases where A.C.R's are to be taken into consideration . These instructions may kindly be noted for compliance in future and should also be brought to the notice of all concerned for necessary compliance.

Yours Faithfully

Sd/-

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

A copy is forwarded to the Financial Commissioners / Commissioner & Secretary to Government Haryana, for the information and necessary action.

Sd/-

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

To

The Financial Commissioners / Commissioners and
Secretaries to Government Haryana.

U. O. No. 2/19/2001-2GSI

Dated Chandigarh, the 22nd October, 2001.
