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be passed simultaneously while taking a decision on the case of acts of omission commission. However, in the cases where punishment orders have already been issued which no mention about down grading has been made, than in such cases, for down grading the ACR another show cause notice may be issued in view of the punishment already awarded.

- (iii) When the order of down grading is passed, a copy thereof should be placed in the file of the employee and a mention thereof may also be made in the A.C.R. of particular year.

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

Yours faithfully,

Sd/-

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

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

Sd/-

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

To

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

U.O. No. 12/39/90-2 GSI, Dated Chandigarh, the 15th May, 90.

No. 2/46/88-2 GS I

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioners, Ambala and
Hisar Divisions/Deputy Commissioners and S.D.Os.
(Civil) in the State.

Dated Chandigarh, the 17th May, 1989.

Subject:—Policy regarding promotion of officials to higher posts—downgrading of ACRs