

From

The Chief Secretary to Government Haryana.

To

1. All the Heads of Departments, Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions;
2. The Registrar, Punjab and Haryana High Court, Chandigarh,
3. All the 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. 2/46/88-2GS1, 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 down-grading 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. 2/46/88-2GS1, 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/BB-26S1, 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 employees 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 part of the defaulting departments seriously.

I have, therefore, been desired to reiterate the aforementioned Government instructions for being adhered to meticulously. Accordingly, it is requested that orders of down-grading 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.R.'s are taken into account while dealing with the cases of retention in service beyond 50/55 years/promotion 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,

*P. S. K. S. K.*  
Under Secretary General Administration,  
for Chief Secretary to Government Haryana.

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

*P. S. K. S. K.*  
Under Secretary General Administration,  
for Chief Secretary to Government Haryana.

To

The Financial Commissioners/ Commissioners and Secretaries to Government Haryana.

U.D.No.2/19/2001-2651 Dated Chandigarh, the 22nd October, 2001.