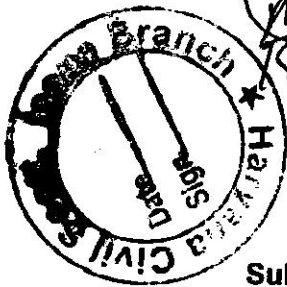


From

The Chief Secretary to Government, Haryana.

To



1. All the Additional Chief Secretaries and Administrative Secretaries to Government, Haryana.
2. All the Heads of Department in Haryana.
3. All the Chairman/ Managing Directors/ Chief Administrators of Boards and Corporations in Haryana.
4. All the IAS officers in Haryana.

Dated Chandigarh, the 17.12.2013

Subject:

**Reporting, Review and Accepting Authorities for writing Performance Appraisal Reports of HCS officers.**

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Sir,

I am directed to address you on the subject mentioned above and to say that it has come to the notice of the State Government that in case where a HCS officer is assigned the charges of more than one post by the Government and in that eventuality presently the ACR is recorded by the Reporting/Reviewing/Accepting authorities in respect of all the posts held by the officer which causes inordinate delay as well as huge difference in the assessment of the officer by the different reporting/reviewing/accepting authorities for the same period, which also raises doubts about the very concept of the writing of ACRs.

2 A similar situation was also faced in the cases of IAS officers and the same has been minimized by the Govt. of India by framing All India Services (Performance Appraisal Reports) Rules, 2007 whereby it has been provided that only one report shall be written of a member of the service for particular period during the course of the financial year and there shall be a single reporting, reviewing & accepting authority at each level of assessment.

3 The situation of HCS officers also happens to be similar to that of IAS cadre and therefore, a necessity has been felt to review the present procedure. Hence, the matter has been examined and has been decided as under:-

- (i) Where more than one person supervises the performance of a member of the Haryana Civil Services during the relevant assessment year as reporting or reviewing authority, the person who supervises the performance of the member of the service for the maximum period (minimum of 3 months) during the relevant assessment year shall report or review the performance of the officers reported upon, during the relevant assessment year, as the case may be.

In case the periods of the officers who supervise the performance of the member of the Service during the relevant assessment year are the same, then the later person shall report or review the performance of the officer

reported upon during the relevant assessment year, as the case may be.

- (ii) Quite often an officer reported upon holds more than one post simultaneously, in such cases, a Committee comprising Chief Secretary as Chairperson and the Administrative Secretaries of both the departments shall report or review, the performance of the officer reported upon during the relevant assessment year.

5. These instructions will be applicable for ACRs of HCS officers with effect from the assessment year 2013-14. This may please be brought to the notice of all concerned for strict compliance.

*Naresh Kumar*  
Superintendent General Services-III  
for Chief Secretary to Government Haryana  
*17/12*

A copy each is forwarded to the Principal Secretaries/ Additional Principal Secretary / Deputy Principal Secretary / Principal OSD/ OSD/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/ Ministers for the information of Chief Minister/ Ministers.

*Naresh Kumar*  
Superintendent General Services-III  
for Chief Secretary to Government Haryana  
*17/12*

To

The Principal Secretaries / Additional Principal Secretary/ Deputy Principal Secretary / Principal OSD/ OSD/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/ Ministers.

U.O.No. 61/1/2013-2GS-III  
Endst. No. 61/1/2013-2GS-III

Dated, Chandigarh the 17.12.2013  
Dated, Chandigarh the 17.12.2013

A copy is forwarded to the Secretary to Government Haryana, Political & Services Department for information and necessary action.

*Naresh Kumar*  
Superintendent General Services-III  
for Chief Secretary to Government Haryana  
*17/12*