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**Government of Haryana  
General Administration Department  
General Services-III Branch  
No. 61/5/2011-2GSIII**

Dated Chandigarh, the 04.03.2014

To

1. All the Additional Chief Secretaries/ Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State.
3. The Commissioners, Ambala, Hisar, Rohtak & Gurgaon Division.
4. All the CAs/MDs of all Boards/Corporations/Public Sector Undertakings.
5. The Registrar of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners & Sub Divisional Officers (Civil).
7. The Registrars of all the Universities in the State of Haryana.

**Subject: Writing of Confidential reports in time : instructions regarding.**

Sir/ Madam,

I am directed to invite your attention to the Government instructions No. 60/1/97-S(I) dated 07.08.1997 which provides that :-

- i. Reporting Authority shall initiate the annual confidential reports on time and ensure that they reach the Reviewing Authority by 5<sup>th</sup> April.
- ii. Reviewing Authority would sent the reports to the Accepting authority so as to reach him by 20<sup>th</sup> April.
- iii. The report should be sent to the Head of departments by 15<sup>th</sup> May.

and Government instructions No. 60/4/97-S(I) dated 02.07.1998 wherein it has been mentioned that 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.

2. It has been brought to the notice of the Government that there is a tendency amongst the Reporting, Reviewing and Accepting Authorities to retain the ACRs of their subordinates for a considerable length of time which, apart from delaying promotion cases, causes heartburning amongst the subordinates. Thus all the Administrative Secretaries should ensure that every authority who receives the ACR proforma of his subordinates should write his comments thereon within the specified time limit. The cases of inordinate delay on the part of any such authority should be viewed seriously and adverse entry should be made in the ACR of such officers to the effect that they have intentionally retained the ACRs of their subordinate beyond the specified period.

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

*Navdeep Kumar*  
**Superintendent General Services-III  
for Chief Secretary to Govt., Haryana.** 4/3/2014

**Internal distribution**

Incharge NIC for hosting the above instructions on State Government website.