

No. 6/1/93-RU

From

The Commissioner and Secretary
to Government, Haryana,
Administrative Reforms Department.

To

1. All Heads of Departments,
Commissioner, Ambala, Gurgaon, Hisar and
Rohtak Divisions.
All Deputy Commissioners and Sub Divisional
Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court.
Dated Chandigarh, the 7th February, 1997.

Subject : Non-compliance of Schedule of Time for writing Annual Confidential Reports—Taking measures regarding.

Sir/Madam,

I am directed to refer to the subject cited above and to state that Annual Confidential Reports (ACRs) are vital documents and these have significant role in the service matters of all officers/officials. The ACRs are consulted while granting Selection Grade, Standard Pay Scale, Crossing of Efficiency Bar, Promotion to higher posts, Confirmation, appointment on deputation and more important for grant of pension.

2. The Administrative Reforms Department has observed in the past, during the surprise inspections conducted to detect delays, that the departments give little care to adhere to the 'Schedule of Time' for Writing ACRs. Non-writing of ACRs in time, not only delays the grant of benefits mentioned in para-1 above, but also affects the efficiency of the employees who are not given these benefits on due dates.

3. There seems to be a number of reasons for delayed writing of ACRs, e.g., (i) The Heads of Departments/Controlling Officers (for coordinating the writing of ACRs) do not initiate the process of writing of ACRs at right time as well as they do not take follow-up action to ensure completion of ACRs by a stipulated date; (ii) Certain Initiating/Reporting Authorities delay the writing of ACRs due to some reasons; (iii) Some time the Reporting Authorities/Reviewing Authorities/Accepting Authorities are transferred or retired during the reporting period; (iv) Where self-appraisal is involved, the concerned officers do not submit forms to Initiating Authorities etc.

4. This matter has been viewed seriously by the Government. With a view to streamlining the timely writing of ACRs, all Heads of Departments/Offices are requested :—

- (i) to ensure that the ACR forms must be sent to the Initiating Authorities by 20th March of the Year under intimation to the Reviewing and Accepting Authorities with clear instructions to follow the following Schedule of Time for writing ACRs (already given in the revised ACR forms sent to you vide Chief Secretary to Government, Haryana, Circular No. 61/28/94-S (1, dated 14-11-1995) :—
 - (a) The Initiating Authority must write Report(s) before 15th April of the year;
 - (b) The Reviewing Authority must record its comments before 30th April of the year; and
 - (c) The Accepting Authority must record its acceptance before 15th May of the year.
- (ii) Accepting/Controlling Officers and Coordinating Branches must assess on 30th May of the year, whose ACRs have been written and whose ACRs are still not written.
- (iii) To keep follow-up, the defaulting officers (involved in writing of ACRs) must be reminded repeatedly to write/send ACRs of their subordinate staff. Still if they fail to comply with the directives, the defaulting officers must be held accountable and disciplinary action be taken against them.

5. It is, therefore, requested that these instructions must be brought to the notice of all Initiating Authorities/Reviewing Authorities/Accepting Authorities (for ACRs) and ensure that these instructions are complied with by them strictly every year.

6. The receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

(Ram Nath)

Under Secretary (Admn. Reforms)
for Commissioner and Secretary to Govt., Haryana,
Administrative Reforms Department.