

No. 6718-3S-68/27185'

**CONFIDENTIAL**

From

The Chief Secretary to Government, Haryana.

To

All Deputy Commissioners and  
Superintendent of Police  
in Haryana.

Dated Chandigarh, the 24th October, 1968,

**Subject :—Recording of annual confidential reports on the work of Superintendents of Police.**

Sir,

I am directed to address you on the subject noted above and to say that the question as to the authorities who should record annual reports on the work of Superintendents of Police has recently been considered by Government in detail. In this connection it has been decided that in order *inter alia* to enable the District Magistrate effectively to discharge his responsibility in the matter of maintenance of law and order and to function as the representative of Government in the district, he should be authorised to record the annual confidential reports of gazetted police officers (Superintendents and Deputy Superintendents of Police) as indicated below. The procedure in this behalf will be that the District Magistrate will initiate the confidential report of the Superintendent of Police but his remarks will be confined to the following items:—

- (1) reputation for honesty ;
- (2) dealings with the public ; and
- (3) over-all personality and efficiency in the matter of maintenance of law and order.

The report initiated by the District Magistrate will be received by the Commissioner and the DIG and will be finally accepted by a Committee consisting of the Chief Secretary, the Home Secretary and the Inspector General of Police.

2. As regards the Deputy Superintendent of Police, the procedure will be that the report will be initiated by the Superintendent of Police and will be sent to the District Magistrate. The latter will then forward it to the Deputy Inspector General with his remarks.

3. I am to request that the above instructions may kindly be noted for compliance in future.

Yours faithfully,

Sd/-

Deputy Secretary, Political & Services  
for Chief Secretary to Government, Haryana

No. 6718-3S-68/27186, dated Chandigarh, the 24th October, 1968.

A copy forwarded for information to the Inspector General of Police, Haryana and Commissioner, Ambala Division and Deputy Inspector General of Police, Ambala Range and the Commissioner for the Home Affairs, Haryana, and Secretary to Government, Haryana, Home Department, for information.