

No. 61/20/85-S(1)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,  
Commissioner Ambala/Hissar Divisions;  
All Deputy Commissioners, and  
All sub Divisional Officers(C) in Haryana
2. The Registrar, Punjab and Haryana  
High Court.

Dated Chandigarh, the 12th December, 1985.

**Subject: — Confidential reports—Consolidated instructions regarding.**

Sir,

I am directed to invite your attention to para 4 of the consolidated instructions regarding Confidential Reports, which is reproduced below :—

"Report Regarding Integrity.—A special mention should invariably be made regarding the integrity of the Officer to which Government attach the greatest importance. It should be clearly stated if the officer is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill-considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officers must be quite honest and frank and discuss an officer's worth from the point of view of his integrity openly and frankly in the column "Defects, if any" or elsewhere. Government observe that reporting officers are still following the practice of making non-committal remarks the practice of making non committal remarks like 'no complaints. Government view this with disfavour and desire that the practice of making noncommittal entries in the column relating to integrity should cease. Reporting officers should give a definite opinion on the integrity of their subordinates while writing their confidential reports. Further, instances have come to the notice of Government in which even though officers are being proceeded against for serious forms of corruption, their confidential, report for the same periods certify their integrity to be good. It is felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the columns relating to integrity forthrightly and without hesitation. In case an officer has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning Government's displeasure. Ordinarily, the inference would be that either he did not exercise proper supervision or he was in dishonest collusion with his subordinate. The intention of Government is that the truth about subordinates should be known to reporting officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation."

2. In spite of these clear instructions on the subject, it has come to the notice of the Government that the reporting officers are still making noncommittal remarks against the column of integrity in ACRs. Remarks regarding integrity are highly important and any ill conceived remarks in this regard can cause lot of damage to the officials concerned.

3. In view of the position stated above, it has been desired that aforesaid instructions may again be brought to the notice of all concerned with the requests that the reports regarding integrity should be recorded in conformity with these instructions.

4. Receipt of this letter may please be acknowledged.

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A Copy each is forwarded to :

1. All the Financial Commissioners, Haryana;
2. All the Administrative Secretaries to Government, Haryana for information and similar necessary action.

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

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U. O. No. 61/20/85-S(1), Dated Chandigarh, the 12th December, 1985.

A copy each is forwarded to the Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary for the information of the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

Sd/—

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

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