

No. 36/36/81-S(1)

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments;
the Commissioners Ambala and
Hissar Divisions; All Deputy Commissioners
and all Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana
High Court, Chandigarh.

Dated Chandigarh, the 23rd February, 1982.

Subject :— Confidential reports—Consolidated instructions regarding

Sir,

I am directed to refer to Composite Punjab Government Consolidated Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that the Government have decided to make the following further amendments in the instructions:—

The existing Paragraphs 8(i) and 8(ii) may be substituted as under :—

8(i) If an officer (a) relinquishes the charge of his post during a reporting year on account of his transfer or retirement or (b) one of his subordinates is transferred or retires during the reporting year, such officer may record remarks in the Confidential files of the officer (s) subordinate to him in respect of the relevant period of the reporting year provided he has not recorded such remarks previously in respect of the same reporting year. Such remarks should be recorded by the retiring officer before the date of his retirement and by other officers as early as possible after relinquishing charge of his previous post.

8(ii) If there is a change in portfolios, a Minister or a Minister of State (incharge of any Department) may if he had not done so earlier, record remarks on the Confidential files of officers subordinate to him for the year in which change in portfolios took place. Such remarks should be recorded as early as possible after relinquishing charge of his previous portfolio(s).

Yours faithfully,

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

A copy is forwarded for information and necessary action to all Financial Commissioners and All Administrative Secretaries to Government, Haryana.