

No. 60/4/87-S(1)-A

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments,  
Commissioners Ambala and Hissar Divisions;

All Deputy Commissioners and All Sub-Divisional Officers (Civil), in Haryana.

2. The Registrar, Punjab & Haryana High Court.

Dated Chandigarh, the 14th August, 1987.

**Subject:**—Representation against adverse remarks—Time limit regarding.

Sir,

I am directed to invite your attention to para 3 of the instructions circulated vide Haryana Government letter No. 36/28/81-S(1), dated the 16th August, 1983, vide which it was decided that a representation against adverse remarks or an 'average' report should be entertained only if it was received within six months from the date of receipt of the letter communicating the adverse remarks or grading of the report to the officer/official concerned. The practice of communicating 'average' report has, however, been discontinued as per Haryana Government letter No. 36/28/81-S(1), dated 30-4-1987.

2. After reconsideration of the matter, it has been decided by the Government that a representation against adverse remarks should be entertained only if it is received within 45 days from the date of receipt of the letter communicating the adverse remarks to the office/official concerned. However, the authority dealing with the representation may entertain a representation within three months of the expiry of the said period if he is satisfied that the officer/official had sufficient cause for not submitting the representation in time.

3. The above decision will be applicable for the annual confidential reports to be written for the year 1987-88 and onwards.

Yours faithfully,

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 necessary action.

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

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- 2) All the Administrative Secretaries to Government, Haryana.

U.O. No. 60/4/87-S(1)-A,

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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 to 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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