

No. 2107-3S-67/19007

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioner, Ambala Division, Deputy Commissioners, District and Sessions Judges and the Sub-Divisional Officers (Civil) in the State of Haryana and the Registrar, High Court of Punjab and Haryana.

Dated Chandigarh, the 4th October, 1967.

Subject :—Confidential Reports.

Sir,

I am directed to invite attention to para 17 of the Pre-reorganisation Punjab Government Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, regarding the custody of personal files etc., and to state that it has come to the notice of Government that some of the Heads of Department, on relinquishing charge as a result of transfer etc. leave the personal files in their custody with their personal staff instead of handing over the same to their successors or the other appropriate authority. Such a practice results into leakage of the confidential reports and is not desirable. I am, therefore, to request that the Personal files in the custody of the Heads of Departments should be duly passed on to the appropriate authority at the time of relinquishing charge of the post.

2. Government have also observed that the practice in some of the Departments is to record the reports on the work and conduct of their employees in respect of the calendar year whereas in other Departments such reports are written for the financial year. For the sake of uniformity, it has been decided that all the reports on the work and conduct of the officers/officials working under the Haryana Government should be written for the financial year and not for the calendar year.

3. I am to request that these instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

(Sd/-)

Deputy Secretary, Political and Services,  
for Chief Secretary to Government, Haryana.

Copy forwarded, for information and necessary action, to the Financial Commissioner, Revenue, Haryana.

Sd/—

Section Officer,

for Chief Secretary to Government, Haryana

To

The Financial Commissioner, Revenue, Haryana.

U.O.No. 2107-3S-67 dated Chandigarh, the 4th October, 1967

Copy forwarded to all Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/—

Section Officer,

for Chief Secretary to Government, Haryana.

To

All Administrative Secretaries to Government, Haryana.

U.O.No. 2107-3S-67, dated Chandigarh, the 4th October, 1967

Copy forwarded to the Secretaries/Private Secretaries to the Chief Minister, Ministers, Minister of State, Deputy Ministers and the Chief Parliamentary Secretary, Haryana, for information.

Sd/—

Section Officer,

for Chief Secretary to Government, Haryana.

To

The Secretaries/Private Secretaries to the Chief Minister, Ministers, Ministers of State, Deputy Ministers and the Chief Parliamentary Secretary, Haryana.

U.O. No. 2107-3S-67, dated Chandigarh, the 4th October, 1967.