

Copy of letter No. 3270-ASI-65/11454, dated 3rd April, 1965 from Sardar Gyan Singh Kahlon, I.C.S., Chief Secretary to Government, Punjab to all Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges, S.D.Os. in the Punjab and the Registrar, High Court of Punjab.

Subject :—Confidential Reports—Issue of appreciation letters.

I am directed to invite a reference to the Punjab Government letter No. 472-ASI-64/11586, dated the 3rd/9th April, 1964 on the subject noted above, wherein it is decided that before a letter of appreciation could be issued to an officer on the basis of his confidential report the following conditions should be fulfilled :

- (a) at least two authorities, when there are two or more such competent authorities, should make the recommendation in clear terms; and
- (b) the work proposed for commendation should be clearly indicated.

The State Government has, from time to time, been receiving references from the various departments seeking clarification on certain points. The matter has therefore, been considered further and I am to offer the following clarifications in this behalf :

- (i) Where there is only one reporting authority and it recommends clearly the issue of an appreciation letter and also indicates the work proposed for commendation, an appreciation letter may be issued in such cases;
- (ii) In cases where the first reporting authority recommends an appreciation letter in clear terms indicating the work proposed for commendation and the second authority simply endorses it by saying 'I agree' an appreciation letter may be issued as the words 'I agree' amount to endorsing the recommendation of the first reporting authority not with standing the fact that the second reporting authority did not clearly say in so many words that an appreciation letter may be issued;
- (iii) Where two reporting authorities recommend the issue of an appreciation letter and the highest authority does not contradict that recommendation but records the words 'Seen or' "No remarks" or simply appends his signature an appreciation letter may be issued. Where, however, the final authority controverts the recommendation of the lower authority, no letter of appreciation should be issued.
- (iv) Where the two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes the recommendation in its reports for such a letter in clear terms, a letter of appreciation should not be issued straightaway. In such cases, the administrative authority which is next above the 'highest authority' recording the report (as indicated below) should take a decision with regard to the issue of an appreciation letter :—
 - (i) If the 'highest authority' recommending the issue of an appreciation letter is the Head of the Department, the decision regarding the issue an appreciation letter should be taken by the Administrative Secretary;
 - (ii) If the 'highest authority' recommending the issue of an appreciation letter is the Administrative Secretary, the decision regarding the issue of an appreciation letter should be taken by the Minister-in-charge;
 - (iii) If the 'highest authority' recommending the issue of an appreciation letter is the Minister-in-charge the, decision regarding the issue of an appreciation letter should be taken by the Chief Minister; and
 - (iv) If the recommendation for the issue of an appreciation letter is made by the Chief Minister then no further scrutiny would be necessary and the appreciation letter may be issued as recommended."

2. It is requested that these instructions may please be brought to the notice of all concerned for information and compliance, and the receipt of this letter may be acknowledged.