

No. 36/28/81-S(1)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,  
Commissioner, Ambala & Hisar Divisions,  
All Deputy Commissioners and Sub Divisional  
Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court.

Dated Chandigarh, the 30th April, 1987.

**Subject :— Confidential reports— Communication of 'average' reports.**

Sir,

I am directed to invite reference to Haryana Government letter No. 36/28/81-S(1), dated 16th August, 1983 on the subject noted above wherein it was inter-alia stated that if in the confidential report of an officer/official his work is assessed and graded as 'average', then this report alongwith its gradation should be communicated to him even if the report does not contain any adverse remarks. These instructions were made applicable to the annual confidential reports for 1982-83 and subsequent years as clarified vide State Government order No. dated 10.10.1983.

2. The Government has reconsidered the matter and it has been decided that the practice of communicating 'average' report should be discontinued as it often, results in embarrassment to the reporting authorities and prevents them from giving a true assessment. Accordingly, the instructions as contained in explanatory note (i) under para 10 of the consolidated instructions on confidential reports shall become operative and the instructions dated 16.8.83 would stand modified to that extent. Henceforth the remarks which show the overall assessment of the work of an officer/official as 'average' without any other qualifying word or phrase would not be communicated. This decision will be applicable to the annual confidential reports for the year 1986-87 and subsequent years. 'Average' reports for the years 1982-23, 1983-84, 1984-85 and 1985-86, if not already conveyed will, however, be conveyed.

3. I am to request that the decision of the Government may kindly be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

Joint Secretary General Administration,  
for Chief Secretary, to Govt. 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.

Sd/-

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

To

- (1) All the Financial Commissioners, Haryana;
- (2) All the Administrative Secretaries to Government, Haryana.

U.O.No. 36/28/81-S(1),

Dated Chandigarh, the 30th April, 1987.

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. for the information of the Chief Minister/Ministers/State Ministers.

Sd/-

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

To