

Copy of Punjab Government Circular letter No. 472-ASI 64/11586, dated 9th April, 1964 from the Chief Secretary to Government Punjab to all Heads of Departments etc. etc.

Subject : —Confidential reports—issue of letters of appreciation

I am directed to invite a reference to the Punjab Government letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, on the above mentioned subject and to state that in para 9 thereof it was specifically mentioned that letters of appreciation should not be issued indiscriminately but only in really deserving cases, in order to encourage good work on an overall assessment of the officer's whole work during the reporting period. The intention behind this really was to ensure that commendatory letters are based on a record of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry. Since commendations lose much of their value if they are given too easily, it is essential that the greatest care is taken to limit the number of such letters and to grant them only in really deserving cases.

2. Instances have however, come to the notice of the Government where these instructions have not been followed in the spirit in which they were issued, with the result that recommendations for letters of appreciation were made only in a routine manner and not after full and proper consideration of the merits of the work done. And of the late such recommendations have been found to have been made too frequently, which had even led to an unhealthy tendency among officers to go abegging for such letters.

3. It has, therefore, been considered that the standing instructions on the subject should be brought to the pointed notice of all concerned so that these may be observed carefully.

In order to further ensure that such recommendations come up after thorough consideration Government desire that for any good case for acceptance —

(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.

4. It is requested that these instructions may be brought to the notice of all the reporting authorities under your control, for careful compliance. The necessary addition to paragraph 9 of the Circular letter referred to above is also being made.

5. The receipt of this letter may please be acknowledged.