

Copy of Punjab Government Circular No. 3482-ASI-61/25298, dated 11th July, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc.

**Subject :—** Relationship between the Commissioners/Deputy Commissioners and Divisional Officers/District Officers in Divisions/Districts.

I am directed to refer to the instructions contained in Punjab Government circular letters No. 14102-GI-57/22998, dated the 15th November, 1957, No. 9180-GIII-59/22659, dated the 20th November, 1959 and No. 10542-GIII-59/26741, dated the 17th December, 1959, on this subject.

It has been laid down in paragraph 10 of Punjab Government circular letter No. 2334-ASI-61/15708, dated the 3rd May, 1960, regarding confidential reports that adverse remarks in all cases should be communicated. It has further been amplified in explanatory note (i) under this paragraph that only the adverse remarks recorded or endorsed by the highest authority reporting on an officer, should be communicated. In the ordinary departmental hierarchy it is easy to determine who is the highest authority reporting on an officer, but it is difficult to do so where the Deputy Commissioner and the Commissioner are the additional reporting authorities on Divisional/District level departmental officers. A question has arisen as to what weight should be attached to the remarks recorded by the Deputy Commissioners/Commissioner *vis-a-vis* those recorded the departmental reporting authorities. After careful consideration, Government have decided that where an adverse remark has been recorded by the Deputy Commissioner/Commissioner, it should invariably be conveyed even though the departmental reporting authorities have disagreed with it. Where however, the Commissioner disagrees with the Deputy Commissioner, the Deputy Commissioner's remarks need not be conveyed.

No. 10542-GIII-59/26741

From

Shri E.N. Mangat Rai, I.C.S.

Chief Secretary to Government Punjab.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and the District and Sessions Judges in the Punjab and Registrar, Punjab High Court, Chandigarh.

Dated Chandigarh, the 7th December, 1959.

**Subject :—** Relationship between the Commissioners/Deputy Commissioner and Divisional Officers/District Officers in Divisions/Districts.

I am directed to refer to the instructions contained in Punjab Government letter No. 14102-GI-57/22998, dated the 15th November, 1957 and No. 9180-GIII-59/22659, dated the 20th November, 1959 regarding the relationship between Deputy Commissioners and Departmental Officers in the district and to state that after careful consideration, Government have decided that these instructions should apply *mutatis mutandis* to the Commissioners of Divisions *vis-a-vis* Divisional Heads of Departments. I am also to state that besides recording remarks with regard to (i) reputation for honesty and (ii) relationship with public of district and divisional officers of various departments, the Commissioners and Deputy Commissioners, will also record remarks in regard to their work in the matter of (iii) implementing development schemes and policy of Government.

Yours faithfully,

Sd/ Prem Kumar  
Deputy Secretary, Organisation and Methods,  
for Chief Secretary to Government, Punjab.