

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

From

The Chief Secretary to Government, Haryana.

To

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

Dated Chandigarh, the 16th August, 1983.

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

Sir,

I am directed to state that according to explanatory note (i) below para 10 of the consolidated instructions regarding writing of annual confidential reports on the work of officers/officials, the remarks in the annual confidential reports which show the overall assessment of the work of an official as 'average' without any other qualifying word or phrase should not be treated as adverse and need not be communicated to him. Further, according to para 12 of the aforementioned instructions, if a representation is made against adverse remarks it should be entertained only if it is received within three months from the date of receipt of the letter communicating the adverse remarks to the officer/official concerned.

2. However, adverse notice is being taken of 'average' reports at the time of promotion, retention in service beyond 50/55 years etc. It has, therefore, been decided that if in the confidential report of an officer/official his work is assessed and graded as 'average' then his report alongwith its gradation should be communicated to him even if the report does not contain any adverse remarks, so that he may make a representation, if he so desires, against the grading of the report. As in the case of the adverse remarks, only one representation will be entertained against 'average' reports. All other instructions regarding representations against adverse remarks will also be applicable to representations against 'average' reports.

3. It has further been decided that a representation against adverse remarks or an 'average' report, should be entertained only if it is received within six months from the date of receipt of the letter communicating the adverse remarks or grading of the report to the officer/official concerned.

Yours faithfully,

Sd/-K.N. Suri

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

A copy is forwarded to :—

1. All the Financial Commissioners, Haryana;
 2. All the Administrative Secretaries to Govt., Haryana.
- for information and necessary action.

U.O. No. 36/28/81-S(I), dated Chandigarh, the 16th August, 1983.

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

To

The Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

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dated Chandigarh, the 16th August, 1983.