

**MOST IMMEDIATE**

**DATE BOUND**

No. 60/2/85-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 March 27, 1985.

**Subject :—**Writing of Confidential Reports in time-instructions regarding.

Sir,

I am directed to say that para 2 of the consolidated instructions regarding confidential reports provides that it is essential that all officers should write their reports in the personal files of their subordinates regularly and punctually. The reports should cover the financial year and should be recorded as soon after the close of the said year as possible and in any case not later than six weeks thereafter. It has been observed in the past that these instructions are not being followed strictly and rigidly. In the light of these instructions, it has been decided that the annual confidential reports should be written as per the following time schedule so that the ACRs complete in all respects should reach the authority responsible for maintaining the ACR files by the 15th May :—

- (a) Reporting Authority shall initiate the annual confidential reports in time and ensure that they reach the Reviewing Authority by 7th April;
- (b) Reviewing Authority would send the reports to the Accepting Authority so as to reach him by 20th April
- (c) The report should be sent to the Head of Department by 15th May.

2. As laid down in instructions, generally speaking, reporting officer should state whether officer/official has been able to discharge his duties satisfactorily. It has now been decided that remarks in A.C.R. should also mention in particular, if the targets assigned to officer/official have been achieved.

3. Reporting authorities in respect of I.A.S./H.C.S. officers would also give specific remarks in A.C.Rs. about the achievement of targets assigned to the officers.

4. The above instructions may please be brought to the notice of all concerned with the request that the above time schedule and instructions are followed strictly.