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No. 60/2/89-S(1)

From

The Chief Secretary to Government, Haryana.

To

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

Dated Chandigarh, the 26th May, 1989

Subject:-

Representations against adverse remarks.

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Sir,

I am directed to address you on the subject noted above and to say that it has been observed by the Government that sometimes Departments do not forward representations against adverse remarks and the comments promptly to the Administrative Department with the result a long time is taken in deciding the representations against adverse remarks.

2. The Government has considered the matter and it has been decided that the representations against adverse remarks on which the final decision is to be taken by the Administrative Department, should not be held up and the same should be forwarded to the Administrative Department immediately and if possible comments also be sent alongside the representation. At Administrative Department's level also if an advance copy of the representation is received, action should be taken straight-away to obtain the comments of the Head of Department without waiting for the representation to be forwarded by the Head of Department to the Administrative Department.

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,

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