

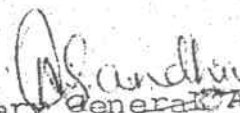
IMMEDIATE

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

...

Will all the Financial Commissioners & Administrative Secretaries to Government Haryana kindly refer to the subject noted above ?

2. As per existing instructions of the Haryana Government circulated with letter No. 60/2/85-S(1), dated 27.3.1985, the annual confidential reports complete in all respect should reach the authority responsible for maintaining the ACR files by 15th May. It has been observed that these instructions are not being followed strictly and sometimes ACRs are not written for months together after these are due, with the result that cases of promotion, efficiency bar etc. of the officers/officials get stuck up for a long time. It is, therefore, requested that these instructions may be strictly followed. It may also please be ensured that ACRs of all officers/officials are written and finally got completed within 30 days and a certificate is recorded by them in this regard for the departments under their control. Cases where ACRs are still outstanding after 30 days from now may be brought direct to the notice of Chief Minister alongwith the names of officers, with whom these are lying and since when.

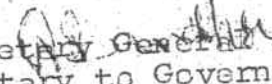

Deputy Secretary General Administration,
for Chief Secretary to Government Haryana.

To

All the Financial Commissioners & Administrative Secretaries to Government Haryana.

U.O.No. 60/3/91-S(1), Dated Chandigarh, the 29th October, 91

A copy is forwarded to the Secretary to the Chief Secretary to Government Haryana for information and necessary action of the Chief Secretary.


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

To

The Secretary to the Chief Secretary to Government Haryana.

U.O.No. 60/3/91-S(1).

Dated Chandigarh, the 29th October, 91