

10/8

No. 60/1/93-S(1)

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions;

All Deputy Commissioners and all Sub-Divisional Officers (Civil) in Haryana.

2. The Registrar, Punjab & Haryana High Court.

Dated Chandigarh, the 29th April, 1993

Subject:-

Writing of Confidential Reports in time-Instructions regarding.

Sir,

I am directed to invite reference to Haryana Government letter No. 60/3/91-S(1), dated 28th February, 1992 ~~date~~ which inter-alia laid down 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. It has been observed that these instructions are not being followed strictly, with the result that cases of promotion, efficiency bar etc. of the officers/officials remain pending for a long time because of non completion of ACRs. It is, therefore, requested that existing instructions regarding writing of ACRs should be strictly complied with and a certificate is recorded to this effect. Further, it has been decided that in cases of delinquent officers who fail to record ACRs within the stipulated period,

about finalisation of the ACR of the officers/officials within the stipulated period alongwith the names of officers with whom these are lying and since when may be sent to Govt. by 30.6.93 for the information of Chief Minister.

Yours faithfully,

Ram Prasad

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

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A copy each is forwarded to:-

- i) All the Financial Commissioners, Haryana;
- ii) All the Administrative Secretaries to Government Haryana

for information and necessary action.

Ram Prasad

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

To

- i) All the Financial Commissioners, Haryana;
- ii) All the Administrative Secretaries to Govt. Haryana.

U.O.No. 60/1/93-S(1), Dated Chandigarh, the 29th April, 1993

A copy each is forwarded to the Principal Secretary/Special Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary for the information of Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

Ram Prasad

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

To

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