

No. 7116-3S-76/3368

From

The Chief Secretary to Govt. Haryana.

To

1. All Heads of Departments,
Commissioners Ambala and Hissar Divisions,
All Deputy Commissioners and all Sub Divisional
Officers in Haryana
2. The Registrar,
Punjab & Haryana High Court and
all District and Sessions Judges in
Haryana.

Dated, Chandigarh the 14th February, 1977.

Subject :—Writing of Confidential report by reviewing/accepting authority/authorities—regarding
Sir,

I am directed to invite your attention to para 8 of the consolidated instructions regarding Confidential Reports, according to which if remarks on the work of an officer are not recorded by a reporting authority at the time of relinquishing the charge of his post or immediately on the transfer of his subordinate(s) within a reporting year (i.e. from 1st April to 31st March of the year), then it is obligatory for the officer maintaining the annual confidential reports that when the annual confidential reports are being written at the end of the year he should ask them (except the officers who have already retired) to record their remarks on the confidential reports of those officers/officials in respect of whom these authorities are the initial reporting authorities. The said instructions are however silent as to who among the officers in the capacity of reviewing/accepting authorities is to report upon the work of a subordinate officer/official, if more than one such officer had seen the work of the officer or official reported upon during a particular year. I am to clarify that in such cases remarks are to be recorded only by that reviewing/accepting authority who may have last seen the work of the officer/official reported upon in the reporting year for at least three months.

3. These instructions may kindly be brought to the notice of all concerned for strict compliance. The receipt of this communication may kindly be acknowledged.

Yours faithfully,
Sd/-

Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forwarded unofficially for information and necessary action to :—

- (i) the Financial Commissioner, Haryana.
- (ii) all Administrative Secretaries to Govt., Haryana.

U.O. No. 7116-3S-76, dated, Chandigarh the 14th February, 1977.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries/Personal Assistants to Chief Minister/Ministers/Ministers of State for the information of Chief Minister/Ministers/Ministers of State, in Haryana.

Sd/-
Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

U.O. No. 7116-3S-76, dated Chandigarh the 14th February, 1977.