

No. 3062-3S-73/

From,

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioners of Divisions, all Deputy Commissioners and Sub-Divisional Officers of Haryana.

Dated Chandigarh, the 14th August, 1973.

Subject :— Policy regarding writing of Confidential reports on Sub-Divisional level officials by Sub-Divisional Officers (Civil).

Sir,

I am directed to address you on the subject noted above and to say that in order to enable the Sub-Divisional Officers (Civil) to perform their co-ordinating role, Government have decided that S.D.Os. (C) will record remarks on annual confidential reports of gazetted and other staff in the Sub-Division. The remarks to be recorded by the S.D.Os. (C) will relate to :—

- (1) Co-operation offered by the official concerned;
- (2) integrity.

2. For the purpose of these instructions, (i) Deputy Superintendent of Police, (ii) Sub-Divisional Officers of the Haryana State Electricity Board, (iii) Executive Engineers shall not be treated as officers of Sub-Divisional level. The procedure for recording of remarks by the Deputy Commissioners on the DSPs has been laid down in circular letter No. 6718-3S-68/27185, dated the 24th October, 1968, and according to these instructions their Confidential Reports are initiated by the Superintendents of Police and are thereafter to be sent to the Deputy Commissioners.

In this connection it has now been decided that the Deputy Commissioners, before recording their remarks on the Confidential Reports of DSPs in accordance with the above referred instructions, will invite comments from the S.D.Os (C) concerned. A similar procedure will be followed in the case of S.D.Os. of the Haryana State Electricity Board and the Deputy Commissioners before recording their remarks on the aspects referred to in circular letter No. 1430-3S-71/5963, dated 30th March, 1971, will take into consideration any comments which the S.D.O's (C) concerned may have to offer.

3. The S.D.O's (C) shall not be competent to record remarks on the confidential Reports of

- (1) District Level Officers posted in the Sub-Division, but covering the entire district.
- (2) Other I.A.S./H.C.S. officers posted in the Sub-Division; and
- (3) Principals etc. of Government Colleges in the Sub-Division.

On these officers the Deputy Commissioners will record their remarks in accordance with instructions already in force.

4. On the confidential reports of the remaining officers/officials in the Sub-Division, the S.D.Os(C) will record remarks on the two aspects referred to in para 1 of this letter as follows. The S.D.Os (C) will record their remarks only in respect of gazetted officers and the inspectors and Sub-inspectors of various departments posted in the Sub-division. After the reports of these officers/officials have been initiated by the Departmental reporting authority, papers will be sent to the S.D.Os (C) for recording his remarks who will thereafter forward them to the next reporting/reviewing authority as indicated by the Department.

5. No change by these instructions is intended to be effected in respect of the reports of officers in whose case the S.D.Os(C) is the initial reporting authority.

6. It is also clarified that except as indicated in the case of D.S.Ps and S.D.Os. of the Haryana State Electricity Board the Deputy Commissioners will not record their remarks in respect of those

gazetted officers on whom, the S.D.Os.(C) have recorded their remarks. Instructions contained in Government circular letter No. 1430-SS-71/5968, dated the 30th March, 1971 should be deemed to be modified to that extent.

Yours faithfully,

Sd/-

Joint Secretary Secretariat Establishment
for Chief Secretary to Government, Haryana.

No. 3062-3S-73/

Dated , the Chandigarh, the 14th August, 1973.

A copy each is forwarded to the Financial Commissioner, Revenue, Haryana and all Administrative Secretaries to Government, Haryana, for information and necessary action.

To

(1) Financial Commissioner, Revenue, Haryana.

(ii) All Administrative Secretaries to Government, Haryana.