

Copy of letter No. 5990-35-73/10852, dated the 7th May, 1974, from the Chief Secretary to Govt., Haryana, addressed to All Heads of Departments, Haryana, Commissioners of Divisions, All Deputy Commissioners and Sub Divisional Officers of Haryana.

*Subject* :—Conveying of adverse remarks.

Sir,

I am directed to say that para 10 of the consolidated instructions regarding confidential reports provides that an employee should not, at any time, be kept ignorant about the reporting officer's opinion and adverse remarks wherever recorded in the annual confidential reports should be conveyed promptly. The consolidated instructions also provide that all authorities entrusted with the responsibility of maintaining annual confidential reports should ensure that adverse remarks are so conveyed and further more no notice should be taken of adverse remarks if they have not been conveyed.

2. In spite of the clear instructions on this subject, it has been noticed that lapses in this respect on the part of authorities responsible for maintaining the annual confidential reports have only been too many. Such lack of action nullifies the very purpose of maintaining the confidential record. Government feel much concerned about the in action of competent authorities at various levels in this connection and in order to ensure that necessary action is taken by them in future, it has been decided that a certificate as indicated below should be furnished by all Heads of Offices, Heads of Departments and Administrative Secretaries by the end of June each year :

"Certified that A.C.Rs. of All Government employees for the year——— maintained by this office have been checked and adverse remarks wherever contained have been conveyed to the employees concerned."

This certificate shall be submitted by the Heads of Offices to the Heads of Departments, by the Heads of Departments to the Administrative Secretaries and by the Administrative Secretaries to the Chief Secretary.

3. It is also made clear that any lapse on the part of the competent authorities in not conveying to the employees concerned adverse remarks which should be conveyed, shall be taken serious note of in future.

The receipt of this letter may kindly be acknowledged.