

No. 953-3S-75/

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 1st May, 1975.

Subject :—Conveying of adverse remarks.

Sir,

I am directed to refer to the Haryana Government circular letter No. 5990-3S-73/10852, dated the 7th May, 1974 on the subject noted above in which it was again emphasised that the adverse remarks wherever recorded in the annual confidential reports should be conveyed promptly as failure to convey such remarks nullifies the very purpose of maintaining the annual confidential record.

2. Despite repeated instructions, instances have come to the notice of the Government where in adverse remarks given in the earlier confidential reports were not conveyed to the person concerned. Some Departments have also been seeking the advice of the Government when question regarding promotion, crossing of efficiency bar or retention in Government service beyond the age of 50/55 years of the employees arise, asking whether the uncommunicated adverse remarks appearing in the earlier confidential reports could be communicated to the officer/official concerned at a belated stage.

3. The Government has carefully considered the whole matter and has decided that it would not be proper to convey very old adverse remarks appearing in the earlier reports as it would put the concerned officer/official at undue disadvantage in the matter of submission of representations. It has, therefore, been decided that the uncommunicated adverse remarks appearing in reports earlier than for the year 1971-72 should not be conveyed now and that the uncommunicated adverse remarks should not be taken into consideration when cases for promotion, crossing of efficiency bar and retention in service beyond the age of 50/55 years are decided. However, adverse remarks, if any, appearing in the annual confidential reports for the years 1971-72, 1972-73 and 1973-74 which have not been conveyed so far should be conveyed to the officer/official concerned immediately. It is again requested that you should kindly ensure that adverse remarks given in the annual confidential reports for the year 1971-72 and onwards are conveyed promptly. In future any lapse on the part of the competent authority in the matter of conveying to the officer/official concerned adverse remarks which should have been conveyed will be viewed seriously.

4. In order to ensure that the action in conveying the adverse remarks is taken invariably and that no lapse takes place, you should kindly nominate an officer in your Department for this work and his designation should be intimated to the Chief Secretary to Government Haryana in the Services Department. This officer shall furnish a certificate to the concerned authority as indicated in para 2 of the letter dated the 7th May, 1974 referred to above at the end of June each year in the case of Education Department at the end of October each year) that adverse remarks given in the A.C.Rs. maintained in that Department have been communicated to the officer/official concerned.

5. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

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

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

To (i) The Financial Commissioner, Haryana; and
(ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 953-3S-75/ Dated, Chandigarh, the 1st May, 1975.