

No. 5913-3S-76/31784/

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,
Commissioners Ambala and Hissar Divisions;
All Deputy Commissioners and All
Sub Divisional Officers(Civil) in Haryana;

2. The Registrar,
Punjab & Haryana High Court and
all District and Sessions Judges in Haryana.

Dated Chandigarh, the 19th November, 1976.

Subject :—Self appraisal in annual confidential reports.

Sir,

I am directed to address you on the subject noted above and to say that the Government has decided to introduce 'self appraisal' in the annual confidential reports of field officers. A detailed proforma, limited to an objective statement of performance against set tasks and targets should be prescribed for this purpose. This proforma should be filled up by the officer reported upon and should be available to the reporting officer when he records his remarks. It should be ensured that the proforma contains only quantification of work done.

2. You are requested to devise proforma for functionaries at all levels and supply a copy of each to the Chief Secretary (Administrative Reforms Branch) by the 15th of December, 1976. The reports of field officers for 1976-77 should definitely include self-appraisal in these performae.

These instructions should be brought to the notice of all concerned.

Yours faithfully,

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

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

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

U.O. No. 5913-3S-76, dated Chandigarh, the 19th November, 1976.

A copy is forwarded to the Chief Secretary (Administrative Reforms Branch) for information.

To

The Chief Secretary to Government, Haryana
(Administrative Reforms Branch)

U.O. No. 5913-3S-76/

Dated the 19th November, 1976.