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No. 32/84/2001-4GIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners of Divisions Ambala, Rohtak, Gurgaon and Hissar.
2. The Registrar,
Punjab and Haryana High Court,
Chandigarh.
3. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State.

Dated Chandigarh, the 6th. December, 2001

Subject:- Confidential Reports.

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Sir,

I am directed to invite your attention to the instructions contained in the Haryana Government letter No. 61/11/96-S(I), dated 14.5.96 on the subject noted above, where in it has been laid down that in the cases of promotion, crossing of efficiency Bar and retention in service beyond the age of 50/55 years certain annual confidential reports are to be kept in view for deciding such cases. In order to avoid references on this point it was also made clear that the period for which ACR has not been written for any reason like suspension, absence due to leave or illness, termination of service or for any other reason, ACR for the period should be treated as blank and the case be examined on the basis of available record.

2. While implementing these instructions some difficulties were being faced in assessing the last 10 years' record for granting extension in service cases beyond 50/55 years in cases where ^{some} reports of last 10 years were missing. With a view to solve this problem, it has now been decided that in such cases one should go to the previous

years and include the ACRs of previous years so that case is examined on the basis of total 10 years available record. Instructions dated 14.5.96 may be treated to have been modified to the above extent.

3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

P.R. v
Under Secretary General Administration
for Chief Secretary to Govt. Haryana.

A copy each is forwarded to :-

1. All the Financial Commissioners, Haryana.
2. All the Administrative Secretaries to Govt. Haryana for information and necessary action.

P.R.
Under Secretary General Administration,
for Chief Secretary to Govt., Haryana.

To

1. All the Financial Commissioners, Haryana.
2. All the Administrative Secretaries to Govt. Haryana.

U.O. No. 32/84/2001-4GSTII, Dated Chandigarh, the 6th. December, 2001