

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,
Commissioners Ambala, Hisar, Rohtak & Gurgaon
Divisions; All Deputy Commissioners and
All Sub Divisional Officers(C) in Haryana.
2. The Registrar,
Punjab and Haryana High Court,
Dated Chandigarh, the Nov. 21st, 1997.

Subject : Writing of Confidential Reports in time-instructions regarding.

Sir,

I am directed to refer to para 2 of the Consolidated Instructions regarding Confidential Reports and Government instructions issued vide circular letters No. 60/2/85-S(I), dated 2 March, 1985, No. 60/3/91-S(I), dated 28-2-1992, No. 60/1/93-S(I), dated 29-4-1993 and even dated 7 August, 1997 on the above noted subject and to say that it has come to the notice of Government that despite repeated instructions many officers have still not written ACRs of subordinates. The Government have taken very serious view of this lapse on their part.

2. It has, therefore, been decided to direct all such officers who have not written the ACRs of their subordinates so far should write the pending ACRs within a week positively.
3. Those who have not written the ACRs of their subordinates, their explanation should be called for taking disciplinary action against them.
4. It has also been decided that in the case of such officers who failed to write ACRs of their subordinates in time, an entry to this effect may be made in their ACRs.
5. These instructions should be followed earnestly and meticulously and brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/—

Section Officer Services-I,
for Chief Secretary to Government, Haryana.

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

Sd/—

Section Officer Services-I,
for Chief Secretary to Govt., Haryana.

To

- (i) All the Financial Commissioners; and
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 60/4/97-S(I)

Dated Chandigarh, the Nov. 21st, 1997

A copy each is forwarded to the Principal Secretary/Dy. Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers for the information of the Chief Minister/Ministers/State Ministers.

Sd/—

Section Officer Services-I,
for Chief Secretary to Govt., Haryana.

To

The Principal Secretary/Dy. Principal Secretary/
Secretaries/Private Secretaries to the Chief Minister/
Ministers/State Ministers.

U.O. No. 60/4/97-S(I)

Dated Chandigarh, the Nov. 21st, 1997

A copy each is forwarded to all the Managing Directors/Chief Administrators of the Boards/Corporations in Haryana for information and necessary action.

Sd/—

Section Officer Services-I,
for Chief Secretary to Govt., Haryana.