

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

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,  
Commissioner, Ambala/Hisar/Rohtak/Gurgaon Division.  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court.  
Dated, Chandigarh, the 2nd July, 1998.

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 letter No. 60/2/86-S(I), dated 27-3-1986, No. 60/3/91-S(I), dated 28-2-1992, No. 60/1/93-S(I), dated 29-4-1993 and even No. dated 7-8-1997 and 21-11-1997 on the above noted subject and to say that it has come to the notice of the Government that in spite of repeated instructions, ACRs of the subordinates have not been written by the Officers. The Government have taken serious note of it.

2. As per the time schedule prescribed, ACRs are to be completed by 14th of May each year. In cases of delay, the service matters of the Officers/officials concerned keep on pending and acute hardship is faced on this account alone.

3. The disciplinary action is required to be taken against the Officers who fail to comply with the Government instructions regarding writing of ACRs besides making an entry to this effect in the ACRs of such defaulting Officers.

4. It has further been decided that names of the Officers who do not comply with these instructions and do not write ACRs of their subordinates in time, should be brought to the notice

of their appointing authorities by 15th of June each year for taking necessary disciplinary action and making an entry in their ACRs for such a lapse on their part. In respect of the pending ACRs at present, the above fact should be brought to the notice of such authorities by 20th of July, 1998 for taking the desired action against the defaulting Officers.

5. It has also been decided to direct all such Officers who have not written the ACRs of their subordinates so far should write the pending ACRs within 10 days positively from the date of issue of these instructions.

6. These instructions should be 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 Commissioner, Haryana, and all Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/—

Section Officer Services—I,

for Chief Secretary to Government, Haryana.

To

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

U.O. No. 60/4/97-S(I), Dated, Chandigarh, the 2nd July, 1998.

A copy each is forwarded to the principal Secretary/Addl. 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 Government, Haryana.

To

The Principal Secretary/Addl. 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 2nd July, 1998.

Endst. No. 60/1/97-S(I) Dated Chandigarh the 2nd July, 1998.

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

Sd/—

Section Officer Services—I,

for Chief Secretary to Government,  
Haryana.