

No. 60/2/98-S(I)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,  
Commissioner, Ambala/Hisar/Gurgaon/Rohtak Division.
2. All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the Feb. 2, 1999.

**Subject :—**Confidential Reports—Consolidated instructions regarding.

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, as amended from time to time, on the subject noted above and to say that according to the existing provisions made in paragraph 5(iii) (b) of the said instructions Minister-in-charge is the accepting authority in respect of all the Under Secretaries irrespective of the fact that they submit their cases direct to the Secretary of the Department concerned or through any Joint Secretary/Deputy Secretary. In the case of other officers/officials subordinate to the Under Secretaries, he would normally be neither a recording nor an accepting authority. He would be competent, however, in any particular case, if he so chooses, to send for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge. This position is in respect of the staff (officers/officials) working under the Minister-in-charge in the Administrative Department. In the case of officers/staff working under him in the directorate and field offices, except the Head of the Department and HCS Officers, he is not a recording/accepting authority. There is at present no provision for calling the ACR of any officer/official working in the Directorates for recording his views.

2. This matter has been re-examined by the Government and it has now been decided that the Minister-in-charge may send for the ACR of any officer, working in the Department(s) in the directorate and field offices under his charge and record such remarks therein, as he considers necessary, on the basis of his personal knowledge. Such remarks should be recorded by him in the ACR for the latest year written during his holding the charge of the concerned department, within one month of the calling of the relevant ACR.

3. These instructions will come into force with immediate effect.

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

Yours faithfully,

Sd/—

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded to :—

1. All the Financial Commissioners to Government,  
Haryana and

2. All the Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/—

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

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

U.O. No. 60/2/98-S(I)

Dated, Chandigarh, the Feb. 2, 1999.

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

Sd/—

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/  
Addl. Principal Secretary/Deputy Principal Secretary/  
Secretaries/Private Secretaries to the Chief Minister/  
Ministers/Ministers of State.

U.O. No. 60/2/98-S(I),

Dated, Chandigarh, the Feb. 2, 1999

Endst. No. 60/2/98-S(I),

Dated, Chandigarh, the Feb. 2, 1999

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

Sd/—

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.