

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak,
and Gurgaon Divisions.

All the Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the March 11, 1999

Subject :—Policy regarding writing of confidential reports of Superintendents of Police and other officers.

Sir,

I am directed to refer to the subject noted above and to say that it has come to the notice of the Government that the instructions issued vide Government circular letter No. 60/1/98-S(I), dated 22-5-1996 (copy enclosed) are not being followed by the various offices/officers for writing ACRs of the officers of the District level. I am, therefore, desirous to request you to bring these instructions 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: —

(i) All the Financial Commissioners, Haryana and

- (ii) All the Administrative Secretaries to Government, Haryana for information and necessary action.

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

To: All the Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

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

U.O. No. 60/1/96-S(I)

Dated, Chandigarh, the March 11, 1999.

A copy of letter bearing No. 60/1/96-S(I), dated 22-5-1996 from the Chief Secretary to Government, Haryana addressed to All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Subject : Policy regarding writing of confidential reports of Superintendents of Police and other officers.

Sir,

I am directed to invite your attention to the subject noted above and to say that the Government has reconsidered the matter and decided that the confidential reports of the Superintendents of Police will be initiated by the District Magistrates (Deputy Commissioners) on the following three aspects :—

- (i) Reputation for honesty.
- (ii) Dealing with the public.
- (iii) Overall personality and efficiency in the matter of maintenance law and order and also for maintaining and promoting communal harmony and curbing/handling communal tension.

2. The report with the remarks of the District Magistrate will be forwarded to the respective Deputy Inspector General of the range.

3. These orders will be applicable for writing ACRs for the year 1996-97 and onwards. The instructions dated 25-6-1988 issued by Haryana Government are hereby withdrawn.

4. As regards the Heads of the other departments (who head that particular department in the district) including Principal of Government Colleges will continue to be recorded by the concerned Deputy Commissioner. In addition, the reports of the circle officers like Superintending Engineers having jurisdiction over the district (where his Headquarter is located) will also be initiated by the concerned Deputy Commissioner. This will be then recorded upon by the Divisional Commissioner. In the case of the Superintending Engineers and other circle level officers, the Deputy Commissioner will record his remarks on the following aspects :—

- (i) Reputation for honesty.
- (ii) Dealing with the public.
- (iii) Contribution towards implementation of Government's Policies and developmental schemes.

5. A flow chart regarding movement of ACRs is enclosed herewith for guidance.

6. These instructions may kindly be brought to the notice of all concerned for compliance.

Authorities for recording remarks in respect of officers of different level posted in the field.

Sr. No.	Designation	Reporting Authority No. I	Reporting Authority No. II	Reporting Authority No. III
1	2	3	4	5
1.	In case of Superintendent Police	Deputy Commissioner	D.I.G. of the Range	Divisional Commissioner
		Reporting Authority No. III will send it to the D.G.P. at Chandigarh.		
2.	In case of Superintending Engineers	Deputy Commissioner of the District	Divisional Commissioner	—
		where S.E. is posted.		
		Reporting Authority No. II will send it to the Head of the Department at Chandigarh.		
3.	In case of District Heads	Deputy Commissioner		
		Deputy Commissioner will send it to the Head of the Department at Chandigarh.		