

No. 61/01/2024-IHR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT

Dated Chandigarh, the 22nd February, 2024

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Heads of Departments in the State of Haryana.
3. All the Managing Directors/Chief Administrators of all the Boards/Corporations in State of Haryana.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. The Registrars of all the Universities in the State of Haryana.
6. All the Divisional Commissioners in the State of Haryana.
7. All the Deputy Commissioners of the State of Haryana.

Subject:- Appreciation Letters-Consolidated instructions.

Sir/Madam,

I am directed to invite your kind attention to instructions issued vide No. 472-ASI-64/11586, dated 09.04.1964, No. 8965-ASI-64/35707, dated 16.11.1964, instructions No. 3270-ASI-65/11454, dated 03.04.1965, No. 2817-S, dated 10.05.1971, No. 4643-3S-72/21708, dated 21.07.1972, instructions dated 13.04.1972 on the subject noted above and to say that issue regarding issuance of appreciation letter to the officials/officers was under consideration with the State Government for the some time past. The State Government has considered the matter at length and in supersession of all the previous instructions issued, it has been decided that before issuing a letter of appreciation to the official/officer, following conditions should be fulfilled:-

- (i) *Appreciation letter should be based on a record of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry. If it is too easily issued, it will lose much of its value, therefore, it is essential that the greatest care should be taken to limit the number of Appreciation letters and to grant them only in cases really deserving of notice. It will be placed in the personal file of the concerned officer/official.*
- (ii) *It is important that Appreciation letter should not be issued indiscriminately but this should be recommended in really deserving cases to encourage good work and at the end of the prescribed reporting period, on an overall assessment of the whole work of official/officer concerned during the period.*
- (iii) *It should be issued by the appointing authority and not by the officer(s) lower than that. Officers below the level of appointing authority may remark in respect of generally good work done by subordinates which should appropriately be recorded in annual confidential report of the concerned official/officer.*
- (iv) *Occasions do arise when an executive officer in the field feels the need of encouraging his subordinates by issuing them Appreciation letters of particularly after good work done in connection with some specific incident, e.g. flood relief, locusts, visit of some V.I.P. etc. and it is not the intention of Government to place this method of extracting good work out of the subordinate beyond the reach of executive officers in the field. In such cases letters of appreciation may be issued even by officers lower than the appointing authority but such letters will not, however, be placed on personal files and should be very sparingly.*

- (v) Where there is only one reporting authority and it recommends clearly the issue of an appreciation letter and also indicates the work proposed for commendation, an appreciation letter may be issued in such cases;
- (vi) Where there are more than one reporting authorities and the first reporting authority recommends an appreciation letter in clear terms indicating the work proposed for commendation and the second authority simply endorses it by saying 'I agree' an appreciation letter may be issued as the words 'I agree' amount to endorsing the recommendation of the first reporting authority notwithstanding the fact that the second reporting authority did not clearly say in so many words that an appreciation letter may be issued;
- (vii) Where two reporting authorities recommend the issue of an appreciation letter and the highest authority does not contradict that recommendation but records the words "Seen" or "No remarks" or simply appends his signature, an appreciation letter may be issued. Where however, the final authority controverts the recommendation of the lower authority no letter of appreciation should be issued;
- (viii) Where two lower reporting authorities do not recommend to issue an appreciation letter, but the highest authority makes the recommendation in its report for even letter in clear terms, a letter of appreciation should not be issued straight way. In such cases administrative authority which is next above the highest reporting authority should take a decision with respect to the issue of an appreciation letter.
- (ix) If the highest authority recommending the issue of an appreciation letter is the Administrative Secretary, the decision regarding issue of an appreciation letter should be taken by the Minister in-charge.
- (x) If the highest authority recommending the issue of an appreciation letter is the Minister in-charge the decision regarding issue of appreciation letter should be taken by the Chief Minister.
- (xi) If the recommending for the issue of an appreciation letter is made by the Chief Minister then no further scrutiny would be necessary and the appreciation letter may be issued as recommended.

The above instructions may be brought to the notice of all concerned for its compliance in the letter and spirit.

Yours faithfully,

Tilak Ram

Superintendent, Human Resources-I
for Chief Secretary to Government Haryana