

No. 61/01/2020-393-III  
Government of Haryana  
General Administration Department  
(General Services- III Branch)

Dated Chandigarh, the 5<sup>th</sup> March, 2021

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 Boards/Corporations/Public Sector Undertakings in Haryana.
4. The Registrar General of Punjab & Haryana High Court, Chandigarh.
5. All the Divisional Commissioners in the State of Haryana.
6. All the Deputy Commissioners and Sub Divisional Officers (Civil) in the State of Haryana.
7. The Registrars of all the Universities of the State of Haryana.

**Subject :** Policy regarding writing of Annual Confidential Reports of Divisional Level 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 comments of Divisional Commissioner are to be taken on the annual confidential reports of the Divisional Level Officers on the following two aspects :-

- (i) Integrity and honesty.
- (ii) Cooperation with other Departments.

The above instructions may please be brought to the notice of all concerned for strict compliance.

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

**Internal distribution**

Incharge NIC for hosting the above instruction on State Government website.