

From

The Chief Secretary to Government, Haryana.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Head of the Departments in the State of Haryana.
3. The Commissioners, Ambala/Hisar/Rohtak/Gurugram/Faridabad/Karnal.
4. All the Chairman/Managing Directors/Chief Administrator of all Boards/Corporations/Public Sector Undertakings in Haryana.
5. The Registrar General of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners in the State of Haryana.
7. All the Sub Divisional Officers (Civil) in the State of Haryana.
8. The Registrars of all the Universities in the State of Haryana.

Dated, Chandigarh, the 6<sup>th</sup> July, 2018

**Subject:- Writing of Annual Confidential Reports of Officers/officials of Haryana State.**

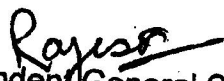
Sir/Madam,

I am directed to invite reference to the subject noted above and to say that Government has observed that the ACRs of officers/officials of the State are not being written by the concerned reporting/reviewing/accepting authorities in time. In many cases, the ACRs are pending for more than 5-6 years. Recording of ACRs after such a long time defeats the very purpose of recording the reports. It is also not possible to remember the performance of a subordinate by the reporting authorities and more particularly by the writing authorities after lapse of such a long time. Therefore recording of ACRs after such a long time, does not reflect the correct assessment of the concerned officer/official. State Government has now decided that if Annual Confidential Report for a financial year is not recorded by 31<sup>st</sup> December of the year in which the financial year ended, no remarks shall be recorded thereafter and the officer shall be assessed on the basis of the overall record and self assessment for the year at the time of his/her promotion to the higher grade/posts by the competent authority, if he/she has submitted his/her self assessment in time.

2. In case, where there is no requirement of submission of self assessment in the Annual Confidential Report then a "No Report Certificate" against the said Report should be prepared and placed in the CR dossier of the concerned officer/official and this period should be treated as 'blank' in terms of State Government instruction No. 61/11/96-S(I), dated 14.5.1996.

3. The above instructions may kindly be brought to the notice of all concerned for strict compliance with immediate effect.

Yours faithfully,

  
Superintendent General Services-III,  
for Chief Secretary to Government, Haryana.