

IMPORTANT
FOR PERSONAL ATTENTION

From

The Chief Administrator,
Haryana State Agricultural Marketing Board,
Panchkula

To

All the ZAs/SEs/ZMEOs/XENs/DMEOs,
H.S.A.M.Board in the State.

All the E.O-cum-Secretaries,
Market Committees in the State

Chd 159

Memo No. GA-I-5078-2010/ *47366-523*
Panchkula, dated the *25/5/10*

Sub:- Writing of Annual Confidential Reports for the year 2009-10 and pending ACRs for the preceding years.

Your attention is invited to this office memo No. GA-I-2009/41813-978 dated 27.5.2009 (Circular No. 100) Memo No. GA-I-5078-2010/122460-122617 (C.No. 308) dated 23.11.2009 on the subject noted above vide which the schedule of writing of Annual Confidential Reports was fixed. The same is not being followed meticulously by the concerned officers. This has resulted into delay in deciding the cases of promotion, crossing of efficiency bar and retention of employees in service beyond the age of 50/55 years. Hence the scheduled for initiating the Annual Confidential Reports is reiterated as under:-

1. The Reporting Authority shall initiate the ACR in time and ensure that they reach the Reviewing Authority by 10th April every year.
2. The Reviewing Authority should send the reports to the Accepting Authority so as to reach him by 20th April every year.
3. The Annual Confidential Reports should be written by the Accepting Authority and sent to this office by 15th May every Years

It is, therefore advised that the Annual Confidential Reports for the year 2009-10 and pending if any for the preceding years of the employees working under them be submitted immediately keeping in view the following points:-

- i) Only the officer/officials who have seen the work of his subordinate for a minimum period of three months (90 days) shall be competent to initiate the ACR of an employee.
- ii) The recommendation for grant of advance increments should not be made in the ACR.

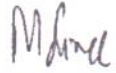
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- iii) In case, it is proposed to appreciate the work of any subordinate, the work should be clearly indicated. It should be ensure that issue of appreciation letter is recommended only in case of subordinate who have done outstanding work and is strictly honest.
- iv) The categorization of an employee should be made strictly according to the classification mentioned in the report form. The use of words "no complaint or satisfactory or very satisfactory or fair or so-so" should be avoided.

Annual Confidential Reports of the preceding years are not received within 30 days from the date of issue of this letter, the disciplinary action would be taken against the defaulting officer keeping in view the instructions issued by the Chief Secretary to Government Haryana vide letter No.60/11/09-6S(I), dated 16th July, 2009 and further circulated vide endst. No. GA-I-2000/84421-620 dated 28.7.2009. All the Reporting Authority, Reviewing authority and Accepting Authority will send a certificate on 31 May, every year that no ACR is pending of the employees working under their control.

Further you are advised to verify the service in the service book of all the employees working under your control by 30th June every year and ensure that the annual increments are released on due dates without any hindrance.

These instructions should be followed meticulously and a certificate be sent to HQs for its compliance by 30.06.2010.

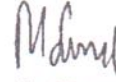

Supdt.(Gen.),
for Chief Administrator

Endst. No. GA-I-2010/ 47524-54

Dated:- 25/5/10

A copy of the above is forwarded to the following for information and strict compliance:-

1. The I-I-C/CE (Roads & Mandis)/STP/CFA/CMEO/MDO, HSAMB, Panchkula
2. All the Branch Incharges at HQ.
3. The Sub Divisional Engineer (IT), HSAMB, Panchkula. He is requested to load this letter on the Website of the Board.


Supdt.(Gen.)
for Chief Administrator