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Promotion

No- 2/46/88-2 GSI

The Chief Secretary to Government, Haryana.

All Heads of Departments, Commissioners, Ambala and Hisar Divisions/Deputy Commissioners and S.D.O. (Civil) in the State.

Dated Chandigarh, the 17th May, 1989.

**Subject:- Policy regarding promotion of officials to higher posts—down-grading of ACRs.**

I am directed to invite your attention to the instructions contained in Haryana Government letter Nos. 930-1GSI-72/10308, dated 13.4.72 and 2/10/85-5GSI, dated 9.5.85 on the subject noted above, wherein it was provided that the officials who have earned at least 70% or more good or better, than average reports during the last 10 years of service and the over-all assessment is classified as better than average reports during the last 10 years of service and the over-all assessment is classified as better than average should alone be considered eligible for promotion to a higher post. It has come to the notice of Governments that different criteria are being adopted by various departments interpreting the instructions issued *vide* letter No. 3508—4GSI—73/18540, dated 19.7.73 and punishment of censure, warning etc. are being ignored while making the over-all assessment and only the grading of ACRs is considered.

The matter has been considered and it is clarified that while calculating the over-all assessment of an employee due weightage may be given to the punishments awarded to the employee during the period under consideration and the same should not be ignored while assessing overall suitability. For that matter, if an employee has been awarded a punishment for an act of omission of commission during a particular period, his ACR of that year (i.e. the year in which the act of omission or commission took place) may be suitably down-graded. Though no mathematical formula can be laid down for such down-gradation yet it is made clear that the extent of down grading will depend on the nature of charges proved against an individual and not merely on the amount of punishment awarded, as sometime taking a lenient view a lesser punishment may be awarded to an individual. Therefore, what is necessary to be kept in view is the nature of charges proved. The extent of down grading will be decided by the authority passing final orders in promotion etc. cases.

It is requested that these instructions may kindly be noted for compliance in future and should also be brought to the notice of all concerned for necessary compliance.

Yours faithfully,

Sd/-

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

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*Compendium of Instructions on Career Development—Vol. IV*

A copy is forwarded to all the Financial Commissioners and Commissioners and Secretaries to Govt. Haryana for information and necessary action.

*Sd/-*

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

To

All the Financial Commissioners/Commissioners and Secretaries to Government, Haryana

U.O. No. 2/46/88-2 GSI

dated Chandigarh. the 17th May. 1989.

No. 2/46/88-2GSI.

The Chief Secretary to Govt., Haryana.

All Heads of Departments, Commissioners of Divisions,  
All Deputy Commissioner and All Sub-Divisional Officers in Haryana.  
Dated Chandigarh, the 15th May, 1990

**Subject :- Policy regarding promotion of official to higher posts down grading of ACRs.**

I am directed to invite your attention to this department letter of even number dated the 15th May, 1989, on the subject cited above and say that some departments have sought clarifications on certain points. The matter has been further examined keeping in view the points raised and it is clarified that :-

- (i) When the period of Omission and Commission is spread over a period of more than one year, in such cases, the A.C.R. of the last year of the acts of omission /commission may be down graded.
- (ii) Down grading of ACR is a sequence of punishment awarded to the employee, no fresh/ separate cause notice is required to be issued but the order of down grading may be passed simultaneously while taking a decision on the case of acts of omission and commission. However, in the cases where punishment orders have already been issued, in which no mention about down grading has been made, than in such cases, for down grading the ACR another show cause notice may be issued in view of the punishment already awarded.
- (iii) When the order of down grading is passed, a copy thereof should be placed in the ACR file of the employee and a mention thereof may also be made in the A.C.R. of that particular year.

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

Yours faithfully,

Sd/-

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

A copy each is forwarded for information and necessary action to all Financial Commissioners, Commissioners and Secretaries to Govt., Haryana.

Sd/-

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

All the Financial Commissioners/Commissioners and Secretaries to Govt., Haryana.

No. 12/39/90-2GSI

Dated Chandigarh, the 15th-May, 1990.

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*Confidential Reports*

No. 2/46/88-2GSI

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments and Commissioners of Divisions in Haryana.
  - (ii) The Registrar, Punjab & Haryana High Court, Chandigarh.
  - (iii) All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
- Dated Chandigarh, the 6th January, 1992.

**Subject:** Policy regarding down grading of ACRs.

Sir,

I am directed to invite your attention to the letter of even number dated 17th May, 1989 on the above cited subject and to say that certain departments have sought clarifications as to whether the instructions issued vide this letter are also applicable to the cases of efficiency bar and retention in service beyond 50/55 years.

2. In this respect it is stated that Annual Confidential Report of an official alone evaluate the work and conduct of an officer during a year and when once it is down graded the previous grading ceases to exist. It is the new grading that will be taken in the account for all the cases where ACRs have to be considered. As such, it is clarified that the instructions regarding down grading of ACRs are taken into consideration.

This may be brought to the notice of all concerned for compliance.

Yours Faithfully

*Sd/-*

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

A copy is forwarded to all the Financial Commissioners and Commissioners & Secretaries to Government Haryana, for the information and necessary action.

*Sd/-*

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

To.

All the Financial Commissioners/Commissioners and Secretaries to Govt. Haryana.

U. O. No. 2/46/89-2GSI

Dated Chandigarh, the 6th January, 92

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then in such cases, another show-cause notice may be issued for the purpose.

*P. S.*

No. 2/19/2001-2GSI

From

The Chief Secretary to Government, Haryana

To

1. All Heads of Departments, Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divisions;
2. The Registrar, Punjab & Haryana High Court, Chandigarh;
3. All Deputy Commissioners and Sub Divisional Officers (Civil) in the state.

Dated Chandigarh, the 22nd October, 2001.

**Subject :** Down-grading of A.C.R.s regarding.

Sir,

I am directed to invite your attention to the instructions contained in Haryana Govt. Letter No. 2/46/88-2GSI, dated 17th May, 1989 on the subject noted above which *inter alia* provide that if an employee has been awarded a punishment for an act of omission or commission during a particular period, his ACR of that year (i.e. the year in which the act of omission or commission took place) may be suitably down-graded. It was also clarified that the extent of downgrading will be decided by the authority passing final orders in promotion cases etc. and will depend on the nature of charges proved against an individual and not merely on the amount of punishment awarded.

Clarifications were issued further vide Govt., instructions issued vide letter No. 2/46/88-2GSI, dated 15th May, 1990 that no fresh separate show-cause notice is required to be issued for down grading of A.C.R. and the orders of down grading of A.C.R. may be passed simultaneously while issuing orders of punishment. However, in cases where punishment orders have already been issued in which no mention about down-grading of A.C.R. has been made, then in such cases, for down-grading of A.C.R., another show-cause notice may be issued in view of the punishment already awarded.

It was also required that a copy of the orders down-grading of A.C.R. should be placed in the ACR file of the employee concerned and a mention thereof may also be made in the ACR of that particular year. Instructions were issued vide letter No. 2/46/88-2GSI, dated 6th January, 1992 also that A.C.R. if once down-graded, the previous grading ceases to exist and the new grading will be taken into account for all the cases where A.C.R's. are taken into consideration.

2. It has been observed by the State Government that the aforementioned Government instructions are not being complied with. It has been noticed in a number of cases that the A.C.R's of the employees concerned have not been down-graded as a sequel to the punishment awarded to them. Resultantly, the employee concerned in such cases are being considered for promotion / retention in service etc. on the basis of overall assessment based on the original gradation of A.C.R's. The Government has viewed this lapse on the parts of the defaulting departments seriously.

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then in such cases, another show-cause notice may be issued for the purpose.

P. S. —

*Compendium of Instructions on Performance Appraisal—Vol. VII*

I have, therefore, been desired to reiterate the aforementioned Government instructions for being adhered to meticulously. Accordingly, it is requested that orders of downgrading of A.C.R. (s) should be passed simultaneously, while issuing orders of punishment and a copy thereof should be placed in the A.C.R. file of the employee concerned besides mentioning about the down-grading in the A.C.R. of that particular year. However, in cases, where punishment orders have already been issued in which no mention about the down-grading has been made, another show-cause notice may be issued for down grading the A.C.R.(s). The extent of down grading will be decided by the competent authority for final orders in punishment/promotion cases etc.

In future, it may be ensured that fresh assessments of A.C.Rs are taken into account while dealing with the cases of retention in service beyond 50/55 years/prompt cases/cases of efficiency bar and any other cases where A.C.R's are to be taken into consideration . These instructions may kindly be noted for compliance in future and should also be brought to the notice of all concerned for necessary compliance.

Yours Faithfully

*Sd/-*

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

A copy is forwarded to the Financial Commissioners / Commissioner & Secretary to Government Haryana, for the information and necessary action.

*Sd/-*

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

To

The Financial Commissioners / Commissioners and  
Secretaries to Government Haryana.

U. O. No. 2/19/2001-2GSI

Dated Chandigarh, the 22nd October, 2001.

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SDS (C)  
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No.61/7/2002-6S(I)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. The Registrar, Punjab and Haryana High Court.
3. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 2<sup>nd</sup> June, 2003.

Subject : Writing of Confidential Reports – Entry regarding doubtful integrity.

Sir,

I am directed to invite your attention to Haryana Government instructions contained in letter No.2/46/88-2G.S.I, dated 17<sup>th</sup> May, 1989 and No.2/19/2001-2G.S.I, dated 22.10.2001 on the subject noted above which inter alia provide that if an employee has been awarded a punishment for an act of omission or commission during a particular period, his ACR of that year (i.e. the year in which the act of omission or commission took place) may be suitably down-graded. A point has been raised by some of the Departments for clarification as to whether entry regarding doubtful integrity can be made simultaneously while down-grading the ACR of any employee as a sequel to the punishment awarded to him.

It is clarified here that entry regarding integrity is normally recorded at the time of writing of the ACR. However, if any employee has been awarded a punishment in the disciplinary case pending against him and he is believed to be corrupt/dishonest on the basis of findings of the disciplinary action/charges proved against him, entry regarding doubtful integrity may be made simultaneously in his ACR of that year in which the act of omission and commission took place while down-grading his ACR as a sequel to the punishment awarded to him but in conformity with the Government instructions issued vide letter No.61/20/85-S(I), dated 12<sup>th</sup> December, 1985.

It is also clarified that a single show cause notice should be given to the delinquent employee regarding award of the proposed punishment, down-grading of ACR as a sequel to the punishment as well as for entry regarding doubtful integrity on the basis of charges proved against him. However, in cases, where punishment orders have already been issued in which no mention about the down-grading of ACR and entry regarding doubtful integrity has been made then in such cases, another show-cause notice may be issued for the purpose.

P. S. D.

2. These instructions may be brought to the notice of all concerned for their information and compliance.

Yours faithfully,

*P.R. Singh*

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

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/Commissioners and Secretaries to Government, Haryana for information and necessary action.

*P.R. Singh*

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

To

All the Financial Commissioners and Principal Secretaries/  
Commissioners and Secretaries to Government, Haryana.

U.O. No.61/7/2002-6S(I),

Dated, Chandigarh, the 20<sup>th</sup> June, 2003